

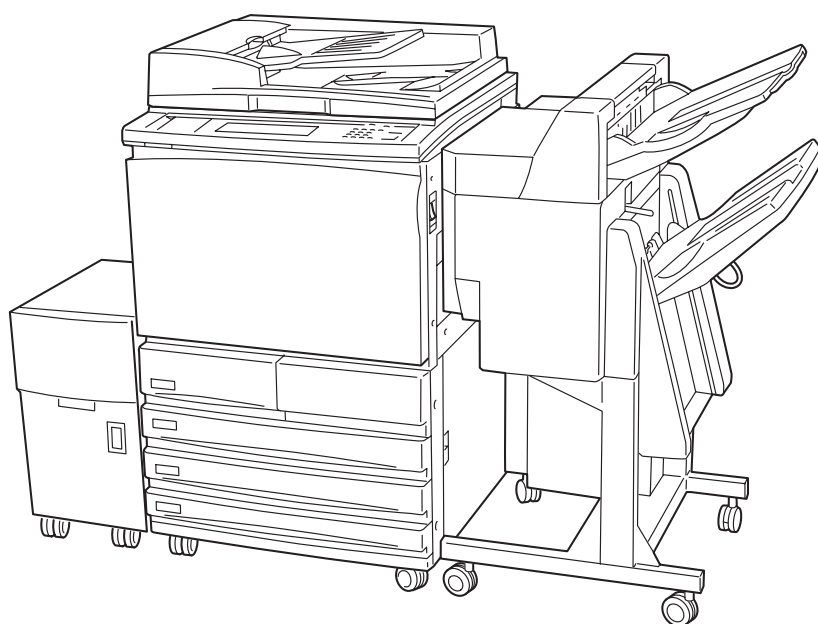
Digital Imaging System

Operating Instructions (For Copier)

DP-6000/7000

Options

DA-FS700/MA700/XT700/TR700



Before operating this machine, please read these instructions completely and keep these operating instructions for future reference.

English

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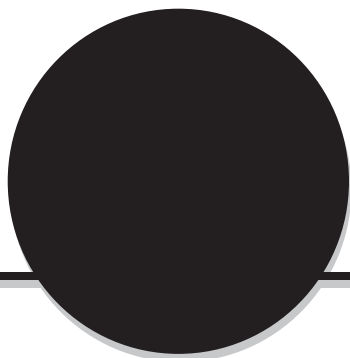
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Preface

Thank you for choosing Panasonic DP-6000/7000 Series. This manual aims to provide all the information necessary for effectively operating the copier together with notes on safety precautions and maintenance tips. To get the most out of your copier, please read the manual carefully and completely before using the machine. Keep this manual handy as a quick reference should you encounter any difficulties when using the copier.

In this manual, safety instructions are preceded by the symbol . Always read and follow the instructions before performing the required procedures.

Safety Notes, Compliances Certifications, and Other Notices

Safety Notes

Your DP-6000/7000 and its supplies have been designed and tested to meet strict safety requirements. These include safety agency examination and approval, and compliance with established environmental standards. Please read the following instructions carefully before operating the DP-6000/7000.

Failure to follow the recommendations in this section may result in personal injury or rescinding of the Dealer's Warranty/Maintenance Agreement.

Ozone Safety

Make sure that the machine is installed in a spacious or well-ventilated room so as not to increase the amount of ozone in the air. Since ozone is heavier than air, it is recommended that air at floor level be ventilated.

Laser Safety

Use of controls, adjustments or performance procedures other than those specified herein, may result in hazardous laser radiation exposure.

This equipment complies with safety standards. With specific regard to laser safety, the equipment complies with performance standards for laser products set by government agencies as a Class I laser product and does not emit hazardous lights, the beam is totally enclosed during all modes of customer operation and maintenance.

FCC

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Responsible Party: Matsushita Electric Corporation of America
One Panasonic Way, Secaucus, NJ 07094

Technical Support: Panasonic Document Imaging Company/
Technical Support Department
Two Panasonic Way, Secaucus, NJ 07094
1-800-225-5329
Email: consumerproducts@panasonic.com

The user could lose the authority to operate this equipment if any unauthorized changes or modifications are made to this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

European Union

This product complies with the requirements of EC Council Directives 73/23/EEC amended by 93/68/EEC, and 89/336/EEC amended by 92/31/EEC and 93/68/EEC.



WARNING

This product is certified, manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorized alteration, which includes the addition of new functions or the connection of external devices, may impact this certification. Please contact your local authorized Panasonic representative for a list of approved accessories.



WARNING

This is a Class A product. In a domestic environment this product may cause radio frequency interference in which case the user may be required to take adequate measures.

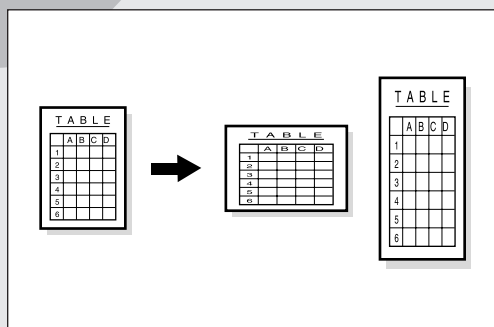
The user could lose the authority to operate this equipment if any unauthorized changes or modifications are made to this equipment.

DP-6000/7000 Series

Useful Features

Making Copies of Odd Sizes

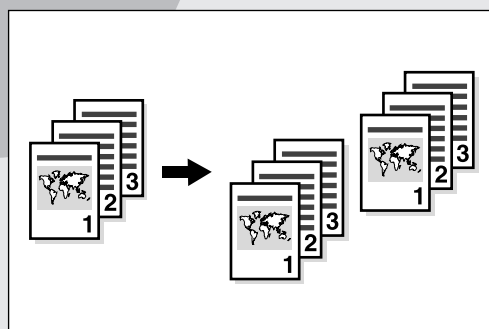
You can make copies by changing the length/width of your document.



4-4 Reducing/Enlarging the Length and Width (Independent X-Y%)

Making Sorted Sets

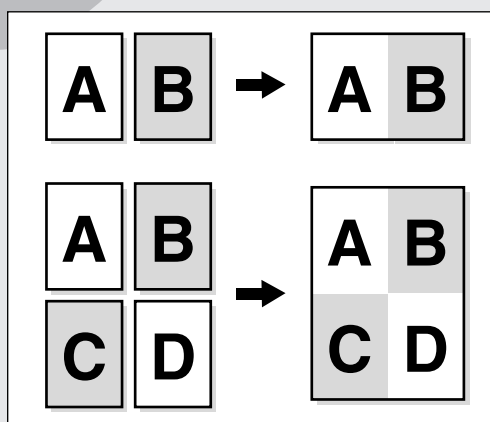
You can select to output the copies as collated sets.



4-7 Collating Copy Output (Output/Finishing)

Copying Multiple Documents on one Page

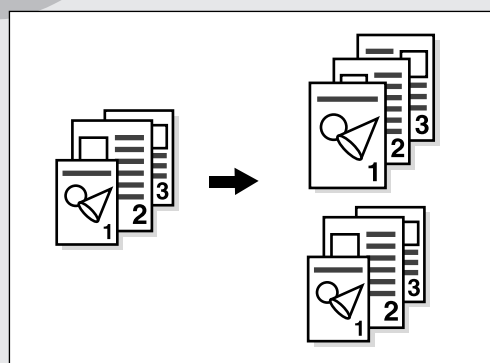
You can copy multiple pages onto a single sheet of paper.



5-4 Copying Several Documents onto One Copy (Multi-Up (N Up))

Copying Mixed Size Originals

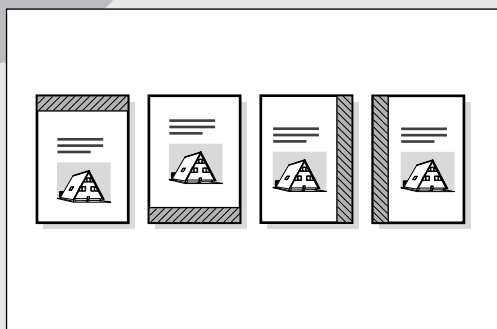
Mixed size documents can be copied simultaneously without having to specify the size of each original.



5-5 Loading Mixed Size Originals (Mixed Size Originals)

Creating a Binding Margin

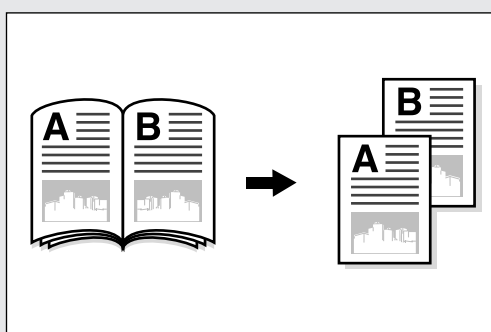
You can shift the copy image to create a binding margin at the edge.



5-7 *Setting the Margins (Image Shift)*

Making Copies of a Bound Document onto Separate Sheets

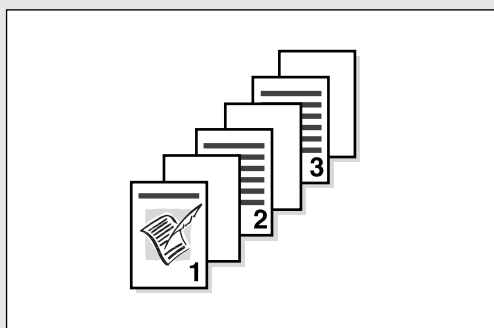
You can make copies from a bound document onto separate sheets of paper.



5-6 *Copying Facing Pages onto Separate Sheets (Book Copying)*

Inserting Blank Sheets Between Copied Transparencies

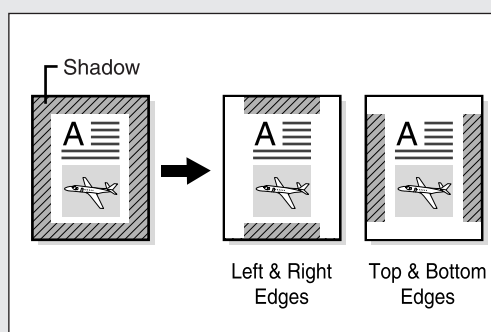
You can insert blank sheets as separators between the copied transparencies. Copies for distribution can also be made simultaneously.



5-9 *Interleaving Blank Sheets between Transparencies (Transparency Separators)*

Erasing Shadows on Copies

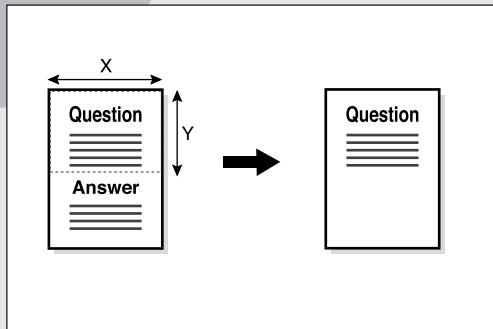
You can erase dark lines usually found on copies made with the document cover open, or when the copies are made from bound documents.



5-8 *Erasing the Edges and Copying All (Edge Erase/Copy All)*

Specifying the Size of a Document

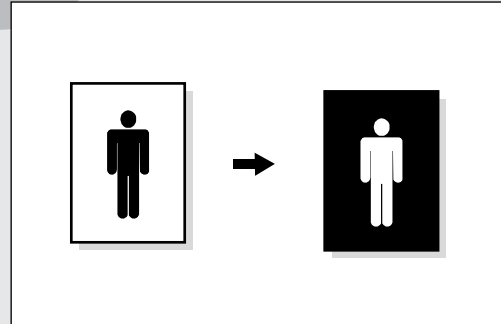
You can specify the area of the document you wish to copy.



5-12 Selecting the Original Size (Original Size)

Creating a Negative-type Image

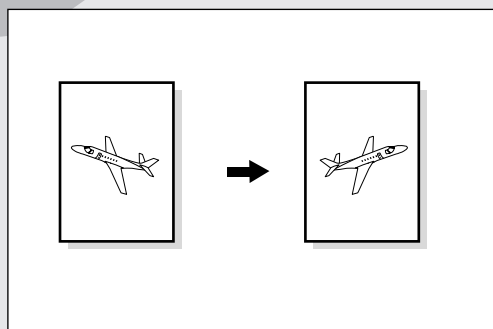
You can create a negative-type image on a copy by reversing the black and white areas of the



5-14 Creating Negative-like Images (Negative Image)

Creating Mirror Images

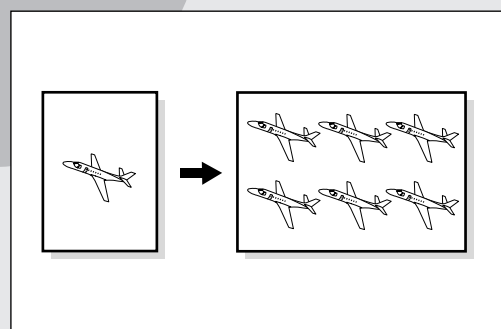
You can create a copy containing the mirror image of a document by reversing its orientation.



5-15 Creating Mirror Images (Mirror Image)

Repeating an Image

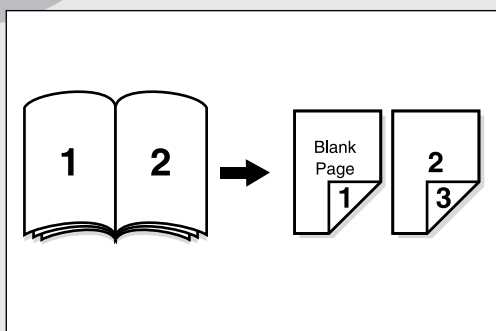
You can copy an image and repeat it on a paper.



5-16 Repeating an Image (Repeat Image)

Making Duplex Copies of Facing Pages

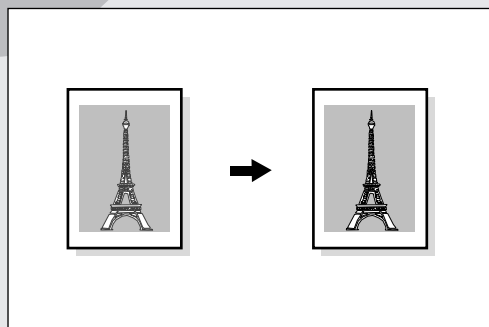
You can make two sided copies of documents with facing pages.



5-17 Making Duplex Copies of Facing Pages (Book Duplex)

Enhancing the Sharpness of a Photo

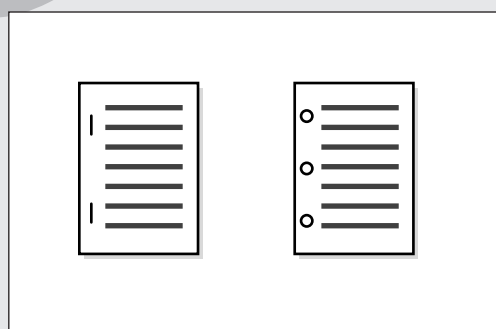
You can enhance or reduce the sharpness of a photo.



5-13 Enhancing Sharpness (Sharpness)

Stapling/Punching Holes in Copies (optional)

You can staple and output the copies. Alternatively, you can punch holes in the copies.



This feature is only available when the optional Finisher is installed.

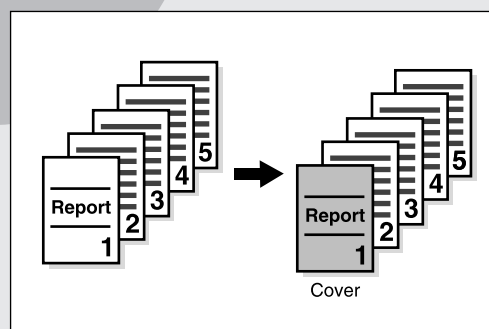


4-8 Stapling (Stapling)

4-9 Punching Holes (Punching)

Inserting Covers

You can insert a cover such as a colored sheet as the front copy.



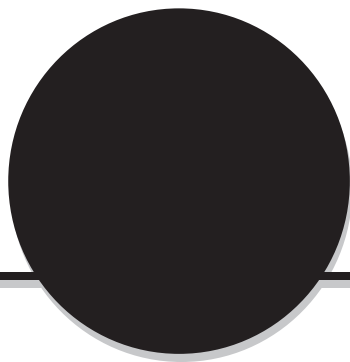
5-18 Inserting Covers (Covers)

Storing Jobs in Memory

You can store the jobs which you frequently perform into memory.



5-21 Job Memory Operations



Using These Operating Instructions

This manual consists of the following chapters.

Chapter 1 Getting to Know Your Copier

This chapter contains operating instructions about your copier like information on the major components, the methods of switching the power On and Off and how to use the touch panel display.

After the copier has been properly installed, be sure to read this chapter completely before operating the machine.

Chapter 2 Loading Paper

This chapter covers the types of paper that can be used on this copier, the precautions on paper handling and the methods on how to load paper in the respective trays. Read this chapter before loading paper in the trays.

Chapter 3 Loading Documents

This chapter covers the types of original documents that can be used on this copier, the precautions on document handling and how to load the documents. Read this chapter before loading documents on the copier.

Chapter 4 Basic Features

This chapter describes the basic copying operations and nice-to-know applications so that users can perform normal copying jobs required in a typical office environment. Read this chapter before performing any copying operations.

Chapter 5 Added Features

This chapter describes how to use the special features and the many versatile ways of making copies. Read this chapter after you have understood and know how to use the features described in *Chapter 4 Basic Features*.

Chapter 6 Custom Presets

This chapter provides information required to preset the parameters of the copying features to facilitate daily operations of the copier. For instance, the default screen, the default values, the tone and the time can all be preset.

This chapter shows the contents of those parameters that can be selected and explains how to select them with the use of examples. Read this chapter before selecting the parameters.

Chapter 7 Troubleshooting

This chapter describes the actions to be taken in the event of errors or machine faults. Read this chapter for instructions on how to resolve these errors if they occurred.

Chapter 8 Daily Care

This chapter provides information on regular maintenance such as replacing drum/toner cartridges, checking the meters and cleaning the machine. Read this chapter when necessary.

Chapter 9 Using the Auditron Feature

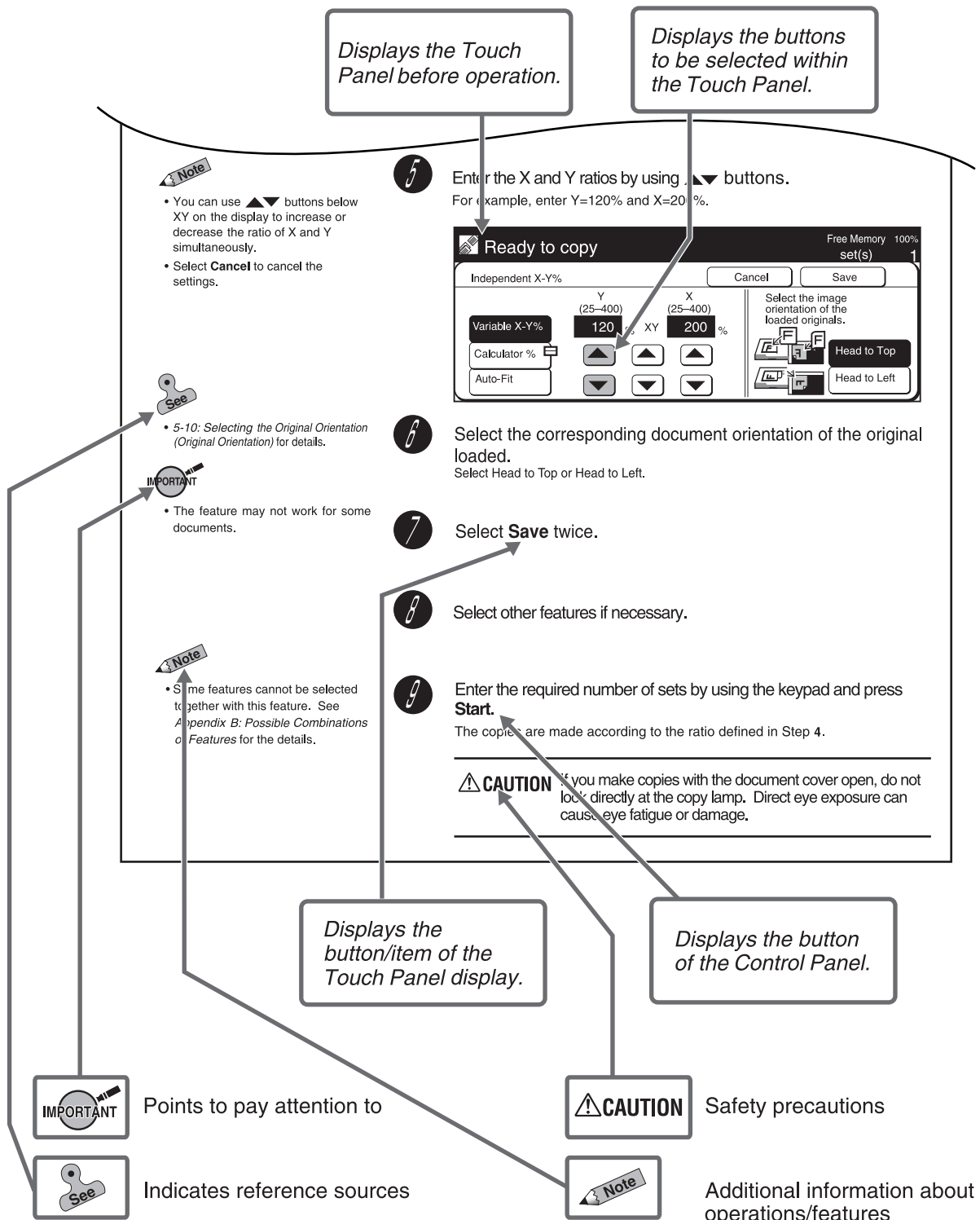
This chapter explains the Auditron feature of this copier. Auditron is the feature that captures information on the number of copies made by each account user. Read this chapter when managing account data of the users.

Appendix

The appendix includes information on the specifications, the possible combinations of features, and the stapling function of the machine.

Conventions

The manual uses the following conventions.



Safety Notes

Read these safety notes carefully before using this product to ensure that you operate the machine properly.


This section explains the graphic symbols used throughout this guide.


WARNING


Warnings alert you to potential hazard that could result in serious injury or death.

CAUTION

Cautions alert you to operations that may result in minor injury or damage to the machine.

 This symbol is used to alert operators to a specific operating procedure that requires close attention. Read and follow instructions carefully to ensure the task is accomplished safely.

 This symbol is used to alert operators to a specific operating procedure that must not be performed. Read and follow instructions carefully.

 This symbol is used to alert operators to a specific operating procedure that should be emphasized for operating safety. Read instructions carefully before performing the required procedure.



Heated surface



Flammable



Electric shock



Pinched fingers



Prohibited



No fire



Do not tear down



Do not touch



Instructions




Unplug





Ground/Earth


Precautions for Installation and Relocation


CAUTION

 Do not place the machine in a hot, humid, dusty, or poorly ventilated environment. Prolonged exposure to these adverse conditions can cause fire or electric shocks.

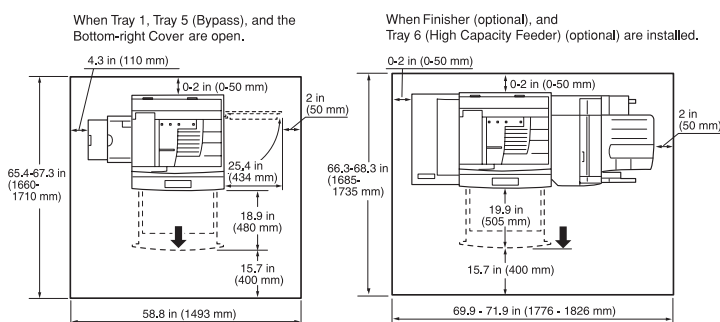
 Do not place the machine near heaters or volatile, flammable, or combustible materials such as curtains that may catch fire.


 Place the machine on a level and sturdy surface that can withstand the machine weight of 418 lbs or 190 kg. If tilted, the machine may fall over and cause injuries.


 When relocating the machine, contact your local authorized Panasonic service representative.

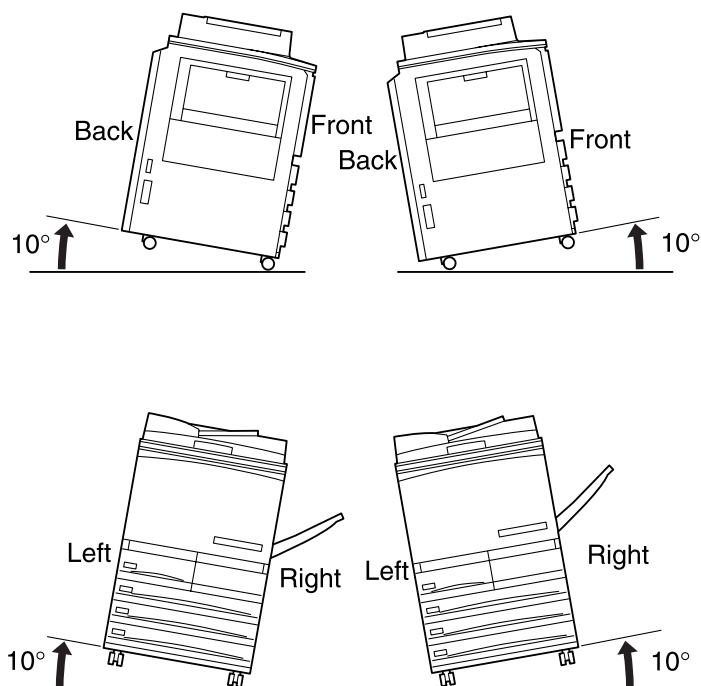
 The machine has ventilation holes on its bottom. A poorly ventilated machine can cause excessive internal heat and fire.


The accompanying diagram shows the minimum clearances required for normal operation, consumable replacement, and maintenance to ensure your machine operates at peak performance. Your authorized Panasonic representative will provide necessary support for the proper installation of the machine.

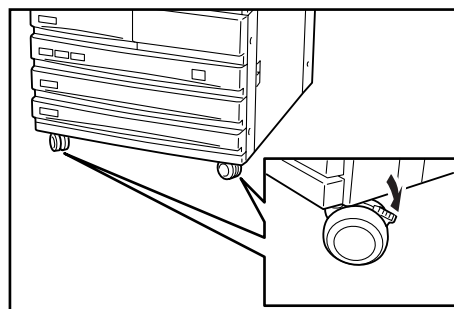


 When moving the machine, be sure to unplug the Power Cord from the outlet. If the machine is moved with the Power Cord connected, it can cause damage to the cord which could result in fire or electric shocks.

 When moving the machine, do not tilt it more than indicated below. If tilted excessively, the machine may fall over and cause injuries.



 After the machine is installed, be sure to lock the caster stoppers. An unlocked machine may fall over or slide and cause injuries.



Other Precautions

- The machine is capable of operating normally within the following recommended environmental limits. The temperature range is 50°-95°F, humidity range is 15-85% (without condensation). The humidity should be 47.5% or below at 95°F, and 85% at 95°F or below.


Note

Sudden temperature fluctuations can affect copy quality. Rapid heating of a cold room can cause condensation inside the machine, directly interfering with image transfer.

- Do not expose the machine to direct sunlight. Exposure to direct sunlight can adversely affect the machine's performance.


Power Requirements and Ground Connection


WARNING

 Two power specifications are listed below. The specifications that apply to your machine depend on your machine configuration. Connect the power plug only to a properly rated power outlet. Otherwise, it can cause fire or electric shocks. If in doubt, contact your local authorized Panasonic service representative.

- Rated voltage: 120 VAC
Rated frequency: 60 Hz
- Rated voltage: 220 - 240 VAC
Rated frequency: 50/60 Hz

Never use multi-plug adaptors to plug multiple power plugs in the same outlet. Be sure to operate the machine on a single-use receptacle. Multiple connectors can cause the outlet to overheat and cause fire.

 Ensure that the plug connection is free of dust. In a damp environment, a contaminated connector can draw a non-negligible amount of current that can generate heat and eventually cause a fire over an extended period of time.

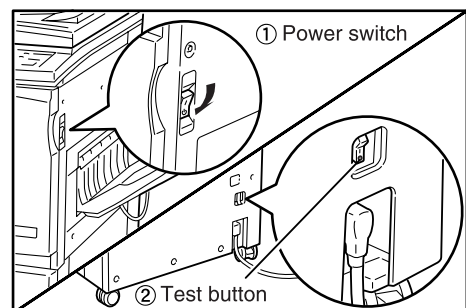
 Always use the Power Cord provided with your machine. When an extension Power Cord is required, always use a properly rated cord. In USA, it is 125 V/15 A. In other countries, contact your local authorized Panasonic service representative. If you use a cord with an unspecified current rating, the machine or plug may emit smoke or become hot to the touch externally.

- ⊘ Do not attempt to rework, pull, bend, chafe, or otherwise damage the Power Cord. Do not place a heavy object on the cord. A damaged cord can cause fire or electric shocks.
- ⊘ Never touch a Power Cord with wet hands. Danger of electric shock exists.
- ⚠ Stop operation immediately if your machine produces smoke, smell, excessive heat, or unusual noise, or if water is spilt onto the machine. These conditions can cause fire. Immediately switch off and unplug the machine, and contact your local authorized Panasonic service representative.
- ⚠ If the Power Cord is broken or insulated wires are exposed, ask your local authorized Panasonic service representative for a replacement. Using a damaged cord can cause fire or electric shocks.
- ⚡ To prevent fire or electric shocks, your machine must be grounded. If in doubt, contact your local authorized Panasonic service representative. Never connect the ground wire to any of the following:
 - Gas pipe, which can be ignited and explode
 - Telephone line ground wire or lightning rod, which can draw an excessive electric current if hit by lightning
 - Water faucet or pipe whose electrical conductivity is broken by a non-metal part

⚠ CAUTION

- ⊘ Do not unplug the machine while it is on. Unplugging a live connector can deform the plug and cause a fire.
- ⚠ When unplugging the machine, grasp the plug instead of the cord. Forcibly pulling on a cord can damage it and cause fire or electric shocks.

- ⚠ Be sure to switch Off and unplug the machine before accessing the interior of the machine for cleaning, maintenance, or fault clearance. Access to a live machine's interior can cause electric shocks.
- ⚠ When the machine is not used over an extended period of time, switch it Off and unplug it. If an unused machine is left connected to a power source for a long period, degraded insulation can cause electric shocks, current leakages, or fire.
- ⚠ Once a month, unplug the machine and check the Power Cord for the following:
 - The Power Cord is plugged firmly into a receptacle.
 - The plug is not excessively heated, rusted, or bent.
 - The plug and receptacle are free of dust.
 - The cord is not cracked or frayed.
 If you notice any unusual conditions, contact your local authorized Panasonic service representative.
- ⚠ This machine has a ground fault interrupter. Once a month, check the protection circuit for correct operation using the following procedure. If the circuit does not operate, an electric shock can occur on a poorly grounded component. If you notice any unusual conditions, contact your local authorized Panasonic service representative.
 - ① Press the power switch to the "⏻" position.
 - ② Press the test button below the breaker switch with the tip of a ball pen. When the breaker switch is turned from "I" to "⏻", the circuit is OK.
 - ③ Turn the breaker switch, then the power switch to the "I" position.









Other Precautions

- When installed at a certain location, the machine may cause interference with radio and television reception. If you notice flickering or distorted images or noises on your audio-visual units, your machine may be causing radio interference. Switch it Off, and if the interference disappears, the machine is the cause of radio interference. Perform the following procedures until the interference is corrected:
 - Move the machine, and the TV and radio away from each other.
 - Reposition or re-orientate the machine and/or the TV and radio.
- Unplug the machine, TV, and radio, and replug them into outlets that operate on different circuits.
- Re-orientate the TV and/or radio antennas and cables until the interference stops. For an outdoor antenna, you should ask your local electrician for support.
- Use coaxial cable antennas.
- The machine has a built-in circuit for protection against lightning-induced surge current. If lightning strikes in your neighborhood, switch Off the machine. Disconnect the Power Cord from the machine, and reconnect them only when lightning has stopped.




Operating Safeguards





WARNING

-  Do not place any liquid container such as a vase or coffee cup on the machine. Spilt water can cause fire or electric shocks.
-  Do not place any metal part such as staples or clips on the machine. If metal and flammable parts entered the machine, they can short internal components, and cause fire or electric shocks.
-  If debris (metal or liquid) entered the machine, switch Off and unplug the machine. Contact your local authorized Panasonic service representative. Operating a debris-contaminated machine can cause fire or electric shocks.
-  Never open or remove machine covers that are secured with screws unless specifically instructed in this manual. A high voltage component can cause electric shocks.
-  Do not try to alter the machine configuration, or modify any parts. An unauthorized modification can cause smoke or fire.
-  This equipment is certified as a Class 1 laser product under IEC60825 and FDA (Food and Drug Administration:USA). This means that the machine does not emit hazardous laser radiation.

Since radiation emitted inside the machine is completely confined within the protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not perform any operation apart from the instructions given in the manual. There may be a danger of laser beam leakage.

-  Do not place any heavy object on the machine. An off-balance machine can fall over or the heavy object can fall, causing injuries.

CAUTION

-  If you make copies with the document cover open, avoid looking directly at the copy lamp. Direct eye exposure can cause eye fatigue or damage.
-  Do not use a highly flammable spray near the machine. It can cause fire.
-  When copying a thick document, do not use excessive force to press it against the document glass. The glass may break and cause injuries.
-  Do not touch areas on or near the Fuser Unit that are affixed with the label, "Hot Surface". You can get burnt as a result. Do not forcefully remove paper that are in the Fuser Unit or wrapped around the Heat Roller. You can get burnt as a result. Switch Off the machine, and contact your local authorized Panasonic service representative.

- ⊘ Do not place a heavy object or lean your elbow on the touch-sensitive panel or display. The panel or display can break and the broken glass can cause injuries.
- ⊘ Do not staple document with punched holes (e.g. perforated paper available in the market) as the resultant detached staples can injure your fingers.
- ! When sliding out a Paper Tray, pull it out slowly. If pulled out with too much force, the tray can hit and injure your knees.
- ! When pushing back the Tray, be careful so that your fingers are not hurt by the pincers.
- ! When opening the Transfer Unit, be careful so that your fingers are not hurt by the pincers.
- ! Do not reach your hand to the back of the Transfer Unit. You can injure your hand this way, or your fingers may be hurt by the pincers.
- ! When removing jammed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine can cause a fire.

If a sheet of paper cannot be removed or is wrapped around the Heat Roller, do not try to remove it by yourself. Doing so can cause injuries. Switch Off the machine immediately, and contact your local authorized Panasonic service representative.

- ! Do not use papers that conduct electricity (for example, origami paper, carbon paper and coated paper). If the paper is jammed in the machine, it can result in a short circuit or fire.
- ! It is recommended to ventilate the room to keep the environment comfortable during continuous copying runs in a small room.
- ! When removing jammed staples, take care not to injure your fingers.

Other Precautions

- When clearing a paper jam or other fault, follow the appropriate procedures given in this manual.
- As the cooling fan is always switched On to prevent the machine from overheating, it is not an error. Do not block the ventilation outlets of the machine.
- This DP-6000/7000 utilizes tin-lead solder, and has a fluorescent lamp containing a small amount of mercury. Disposal of these materials may be regulated in your community due to environmental considerations. For disposal or recycling information please contact your local authorities, or the Electronics Industries Alliance: "www.eiae.org".

Consumable Safeguards

WARNING

- ⊘ Never throw a Drum Cartridge into an open flame. Toner remaining in the cartridge can cause an explosion and you can get burnt.
- ⊘ Never throw a Toner Cartridge into an open flame. It can cause an explosion and you can get hurt.
- ⊘ Never throw developer or a developer container into an open flame. It can cause an explosion and you can get hurt.
- ⊘ Never heat the drum in a cartridge, or scratch its surface. A heated or scratched drum can be hazardous to your health.

Other Precautions

- Do not unpack consumables before use. Store consumables in a cool, dry, and clean environment, away from an open flame, and out of direct exposure to sunlight.
- When using consumables, read and observe operating instructions and safeguards written on the package and container.

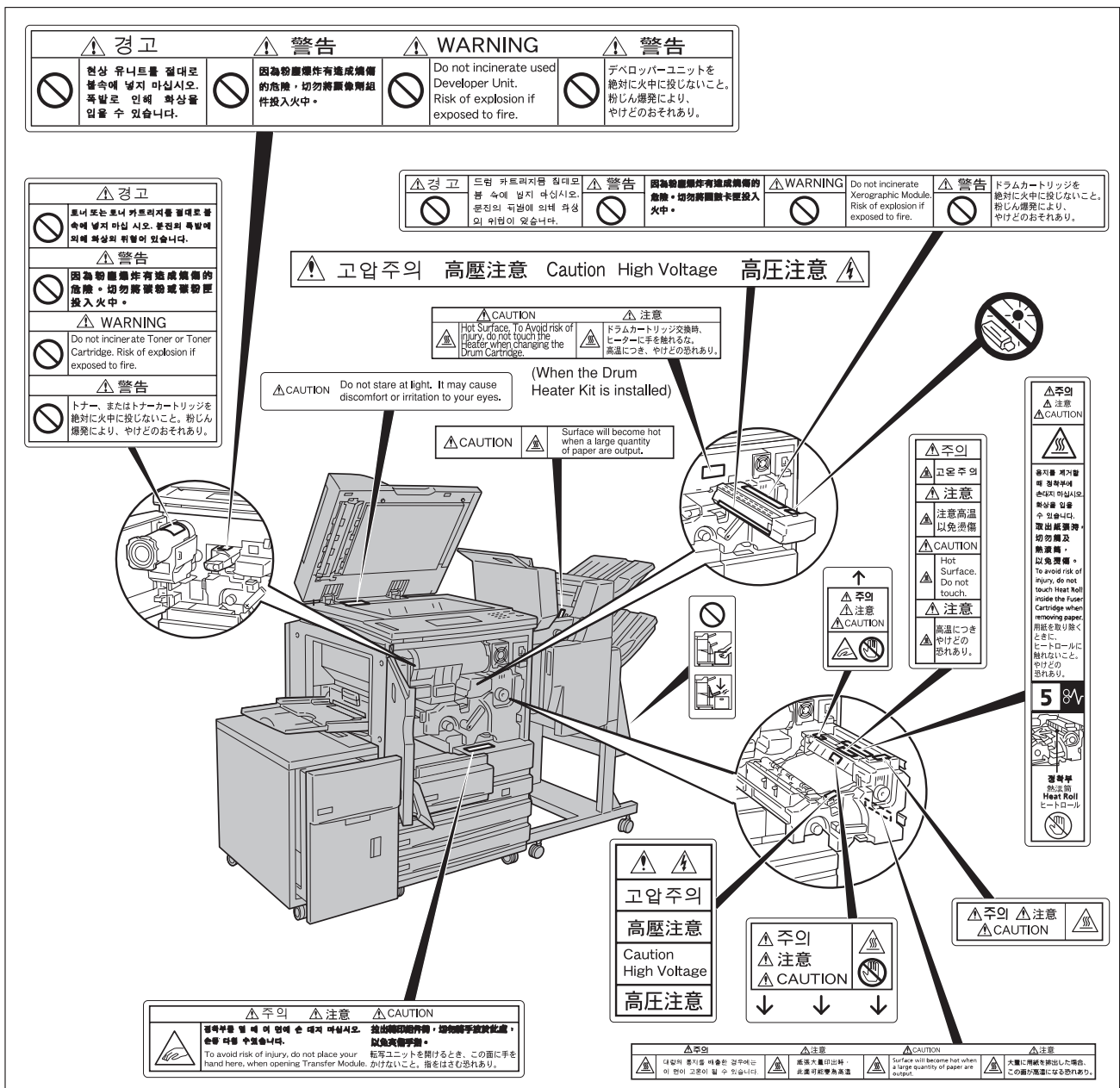
- Handling Instructions -

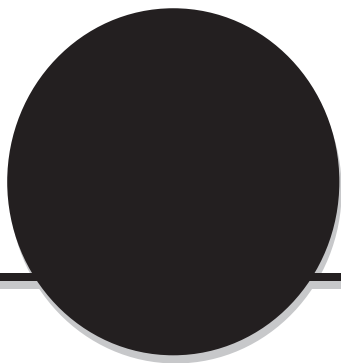
- Used Drum Cartridges and Toner Cartridges should be properly disposed of. Contact your local authorized Panasonic service representative for disposal.
- Administer emergency treatment as follows:
 - If toner gets into your eyes, rinse them well with plenty of clean water. Consult a doctor, if necessary.

- If toner adheres to your skin, wash it with soap and water, then rinse it well.
- If you inhale toner, exit the area immediately and gargle with plenty of water.
- If you swallow toner, induce vomiting and consult a doctor immediately.

■Locations of Warning and Caution Labels

To ensure your safety in operating the copier, please read the Warning and Caution Labels pasted on the internal parts of the machine carefully.





The Objective of the International Energy Star Program



As a member of the International ENERGY STAR® Program, Panasonic confirms that this product satisfies the requirements for International ENERGY STAR® Program standards.

To protect the global environment and conserve energy sources, the International Energy Star Program encourages the following product features. Panasonic confirms the DP-6000/7000 Series satisfy the requirements for this program.

Two-sided Copying Feature

To reduce the volume of copy paper used, the two-sided copying feature is set as a default for this machine. You can copy two single-sided originals on both sides of a sheet of paper. You can also make single-sided copies.

See *4-6: Copying on Two Sides (2 Sided)* of these Operating Instructions for details.

Auto Power Off Feature

This product has a power-saving feature, which turns the machine Off automatically if it is On and not operated for a certain period of time. The default auto shut-off time is set at 60 minutes and above. See *Time-Outs* in *6.1: List of Custom Preset Functions* of these Operating Instructions for details.

Sleep Mode Feature

This product has a power-saving feature, which switches the machine to the sleep mode automatically if the machine is not operated for a certain period of time. In this mode, the machine consumes minimum power. The default sleep mode start time is set as 60 minutes. See the *Operating Instructions (Printer)*.

Low Power Mode Feature

This product has a power-saving feature, which switches the machine to the low power mode automatically if the machine is On and not operated for a certain period of time. In this mode the machine lowers the fuser temperature and saves power consumption. The default low power mode start time is set at 15 minutes. The recovery time for low power mode is 29 seconds for machines that prints 50, 60, or 70 copies per minute. See *Time-Outs* in *6.1: List of Custom Preset Functions* of these Operating Instructions for details.

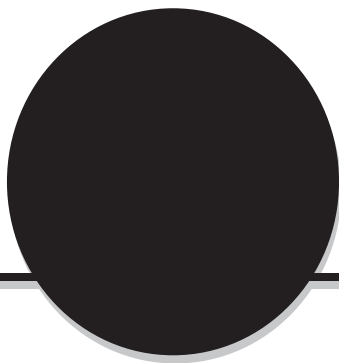


Table of Contents

Preface

Useful Features

Using These Operating Instructions

Conventions

Safety Notes

The Objective of the International Energy Star Program

Chapter 1 Getting to Know Your Copier

1-1	Main Components and Their Functions	2
1-2	Switching On and Off	6
	•Breaker Switch	6
	•Switching On the Power	6
	•Switching Off the Power	7
	•Switching Off the Power Automatically	7
	•Auto Start	7
1-3	Using the Touch Panel Display	8
1-4	Entering Password (When the Auditron Feature is Enabled)	13
1-5	Saving Power	15
	•Entering Power Saver Mode Automatically	16
	•Using the Power Saver Mode	16

Chapter 2 Loading Paper

2-1	What Paper to Use	18
	•Weights of Paper	18
	•Paper Size and Tray Loading Capacity	18
	•Types of Special Media	19
2-2	Storing and Handling Paper	20
	•Handling Curled Paper	20
2-3	Loading Paper	21
	•Loading Paper in Trays 1 to 4	21
	•Loading Paper in Tray 5 (Bypass)	23
	•Loading Paper in Tray 6 (High Capacity Feeder) (optional)	24
2-4	Changing the Paper Tray Size	25
	•Changing the Size of Tray 1	25
	•Changing the Size of Trays 2 to 4	27
	•Changing the Size of Tray 6 (High Capacity Feeder) (optional)	31

Chapter 3 Loading Documents

3-1	Documents	34
	•Loading Documents in the DADF	34
	•Placing Documents on the Document Glass	35
3-2	Loading Documents	36
	•Loading Documents in the DADF	36
	•Placing Documents on the Document Glass	37
	•Screen Display When Using Document Glass	38

Chapter 4 Basic Features

4-1	Overview of Basic Features	40
4-2	Selecting a Paper Tray (Paper Supply)	42
4-3	Reducing/Enlarging (Reduce/Enlarge)	43
	•Size-for-Size Copying	44
	•Reduction or Enlargement	45
	•Preset Percentage Change	46
	•Variable Percentage Change (Variable %)	47
4-4	Reducing/Enlarging the Length and Width (Independent X-Y%)	49
	•Specifying X/Y Percentage Change (Variable X-Y%)	50
	•Specifying Original/Copy Size (Calculator%)	52
	•Automatic X/Y Percentage Change (Auto-Fit)	54
4-5	Copying on One Side (2 Sided)	56
4-6	Copying on Two Sides (2 Sided)	59
	•Making Two Sided Copies from One Sided Originals	59
	•Making Two Sided Copies from Two Sided Originals	61
4-7	Collating Copy Output (Output/Finishing)	64
4-8	Stapling (Stapling)	67
4-9	Punching Holes (Punching)	70
4-10	Resetting the Copy Sets and Feature Settings to Their Defaults	73
	•Resetting the Number of Copy Sets	73
	•Resetting the Feature Settings	73
4-11	Stopping a Copy Job	74
4-12	Interrupting a Copy Job	75
4-13	Programming Ahead	76

Chapter 5 Added Features

5-1	Overview of Added Features	78
5-2	Adjusting Copy Density (Lighter/Darker)	80
5-3	Making a Copy According to Original Type (Original Type)	82
5-4	Copying Several Documents onto One Copy (Multi-Up (N Up))	84
5-5	Loading Mixed Size Originals (Mixed Size Originals)	87
	•Copying on Paper Size Matching the Document Size	88
	•Copying onto a Selected Paper Size	89
5-6	Copying Facing Pages onto Separate Sheets (Book Copying)	90
5-7	Setting the Margins (Image Shift)	92
5-8	Erasing the Edges and Copying All (Edge Erase/Copy All)	96
5-9	Interleaving Blank Sheets Between Transparencies (Transparency Separators)	99
5-10	Selecting the Original Orientation (Original Orientation)	102
5-11	Rotating and Copying in Different Directions (Image Rotation)	104

5-12	Selecting the Original Size (Original Size)	106
5-13	Enhancing Sharpness (Sharpness)	108
5-14	Creating Negative-like Images (Negative Image)	110
5-15	Creating Mirror Images (Mirror Image)	112
5-16	Repeating an Image (Repeat Image)	114
5-17	Making Duplex Copies of Facing Pages (Book Duplex)	117
5-18	Inserting Covers (Covers)	120
5-19	Making a Sample Set (Sample Set)	123
5-20	Creating a Booklet (Booklet Creation)	125
5-21	Job Memory Operations	128
	•Registering a Routine Job in the Job Memory	128
	•Overwriting Jobs Stored in the Job Memory	133
	•Deleting a Job Stored in the Job Memory	133
	•Copying by Using the Job Memory	135
5-22	Using the Document/Copy Counter	136

Chapter 6 Custom Presets

6-1	List of Custom Preset Functions	140
	•Paper Tray Attributes	140
	•Feature Defaults	141
	•Audio Tones	142
	•Original Size Defaults	143
	•Original/Paper Size Sensing	143
	•Time-Outs	144
	•R/E Presets	144
	•Change of Access Number	145
	•Screen Layout	145
	•System Setup	146
	•Image Quality	146
6-2	Displaying the Tools Mode Screen	147
	•Displaying the Tools Mode Screen	147
	•Exiting the Tools Mode Screen	148
6-3	Configuring the Machine with Tools Mode	149
	•Selecting the Feature Defaults	149
	•Changing the Access Number of the Administrator	152
	•Configuring a Screen (Default/Basic/Customized)	154

Chapter 7 Troubleshooting

7-1	Troubleshooting	164
	•When an Error Message is Displayed	164
	•When Other Problems Occurred	164
7-2	Paper Jams	168
	•Paper Jam at Trays 1-4	168
	•Paper Jam at Tray 5 (Bypass)	169
	•Paper Jam at Tray 6 (High Capacity Feeder)	170
	•Paper Jam at Lower Right Section of the Machine	173
	•Paper Jam Inside the Machine	175
	•Paper Jam at the Output Tray	178
	•Paper Jam Inside the Finisher	180
	•Paper Jam at the Finisher Tray	181

7-3	Document Jams	183
	• Document Jam at the Feeding Point of the DADF	183
	• Document Jam Inside the DADF	184
	• Document Jam at the Document Tray	186
	• Document Jam Underneath the DADF	187
7-4	Stapler Faults	189

Chapter 8 Daily Care

8-1	Cleaning the Copier	194
	• Cleaning Document Cover, Document/Scanning Glass	194
	• Cleaning the DADF Film/Roller Sections	195
8-2	Consumables	197
8-3	Increasing the Toner Level	198
8-4	Replacing the Toner Cartridge	200
8-5	Replacing the Drum Cartridge	203
8-6	Replacing the Staple Cartridge	206
8-7	Emptying the Punch Scrap Container	208
8-8	Checking the Billing Meter	210
8-9	Making Clean Copies	212

Chapter 9 Using the Auditron Feature

9-1	Auditron	216
9-2	Displaying the Auditron Administration Mode Screen	218
	• Displaying the Auditron Administration Mode Screen	218
	• Exiting the Auditron Administration Mode	219
9-3	Confirming the Account Data	220
	• Confirming Data of Own Account	220
	• Confirming Data of Every Account	221
9-4	Editing the Account Data	223
9-5	Deleting the Account Data	227
9-6	Enabling/Disabling Auditron	229
9-7	Defining Automatic Display of the Password Entry Screen	231
9-8	Changing the Auditron Access Number	233

Appendix

A	Specifications	236
B	Possible Combinations of Features	239
C	Stapling	243
D	Options and Supplies	245

Index

246

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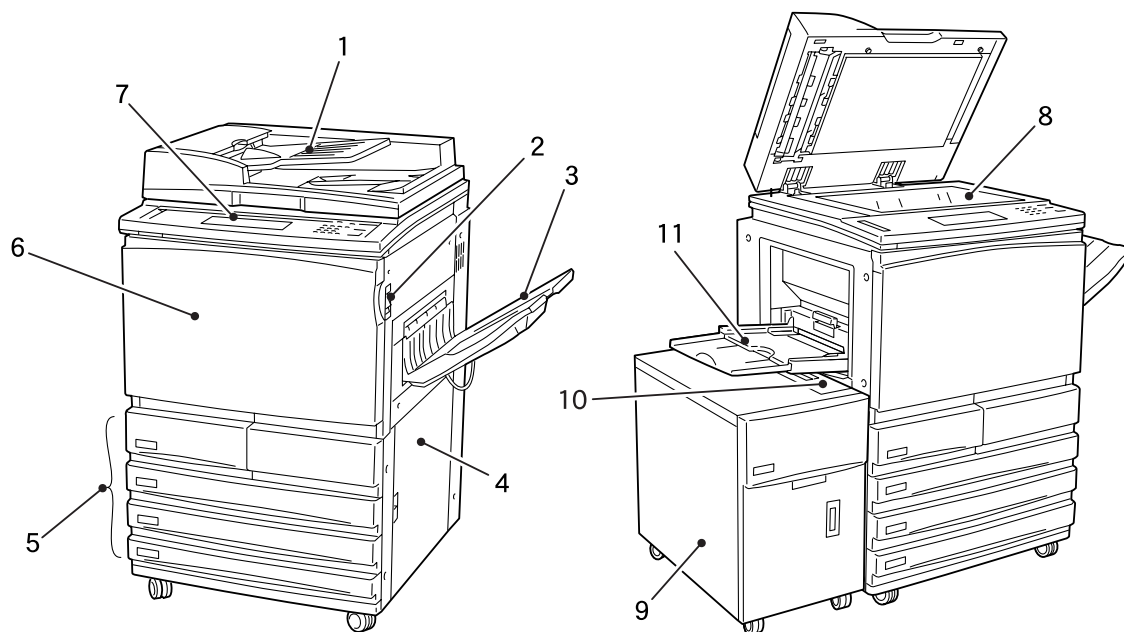
Getting to Know Your Copier

1-1	Main Components and Their Functions	2
1-2	Switching On and Off	6
1-3	Using the Touch Panel Display	8
1-4	Entering Password (When the Auditron Feature is Enabled)	13
1-5	Saving Power	15

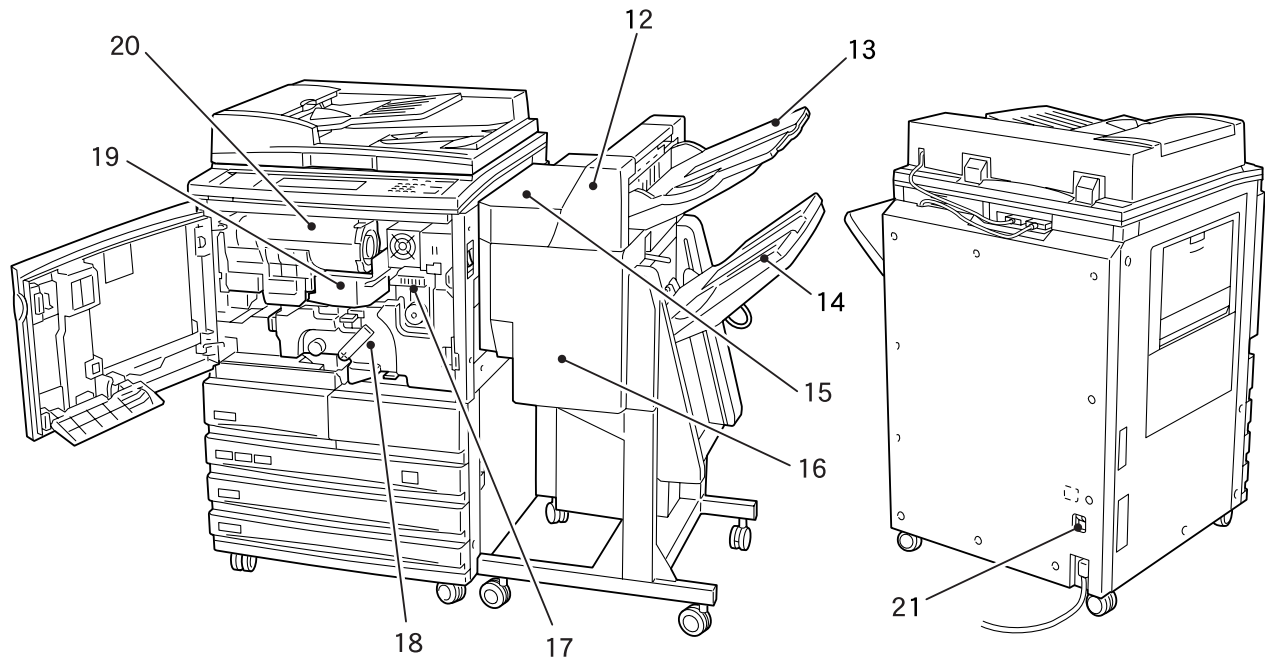
1-1

Main Components and Their Functions

● Main Components



1	Duplex Automatic Document Feeder (DADF)	Automatically feeds a stack of documents, one sheet at a time, for scanning. For copying a two-sided document, side one is scanned first and the document is flipped in the DADF for side two to be scanned. The DADF serves as the document cover when the document to be copied is placed on the document glass.
2	Power Switch	Switches On/Off the power of the machine.
3	Output Tray (optional)	Receives copies made from the machine. If the optional offset catch tray is installed, each copy set is offset from the previous copy set. This means that the edge of each set is placed to the left or right of the previous copy set to allow easy separation.
4	Lower Right Cover	Open this cover to clear paper jams.
5	Paper Trays 1 to 4	Load paper stock in these trays.
6	Front Door	Open this door to clear paper jams or replace the Drum/Toner Cartridge.
7	Control Panel	Contains operating buttons, indicator lights and the touch panel display.
8	Document Glass	Set originals here.
9	Tray 6 (High Capacity Feeder) (optional)	Up to 3600 sheets of paper can be loaded.
10	Top Cover of Tray 6 (High Capacity Feeder)	Open this cover to clear paper jams.
11	Tray 5 (Bypass)	Load special media and non standard size paper here.

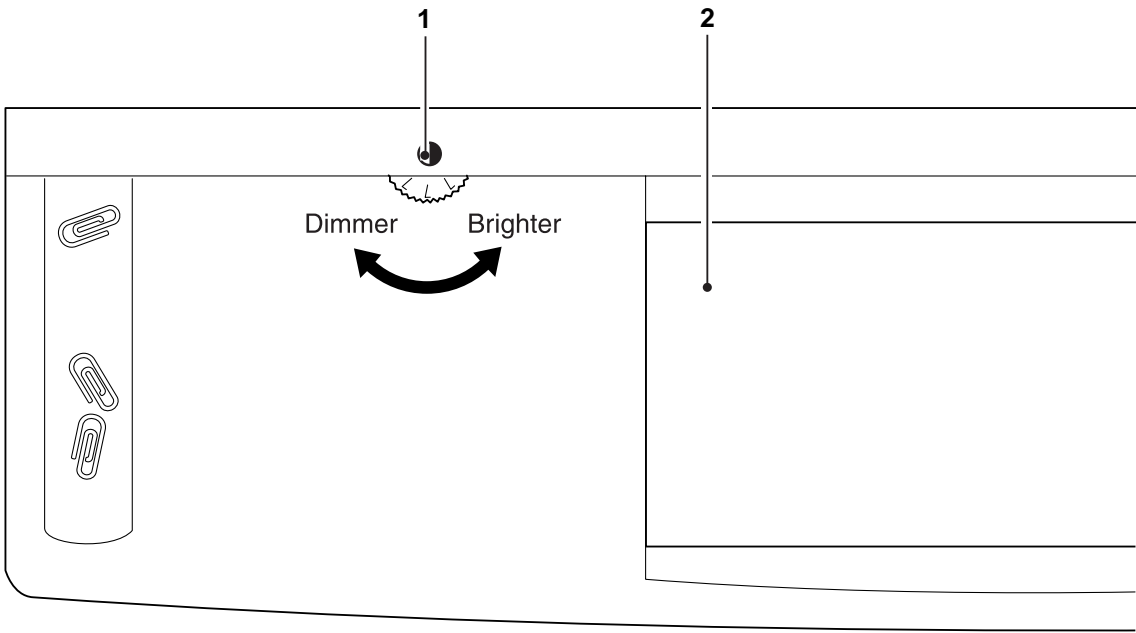


12	Finisher (optional)	Enables stapling and hole-punching.
13	Finisher Tray 1	Receives copy output other than stapled, punched, or high capacity.
14	Finisher Tray 2	Receives stapled, punched, or high capacity copy output.
15	Finisher Top Cover	Open this cover to remove jammed paper.
16	Finisher Front Door	Open this door to remove jammed paper, and replace or remove staples.
17	Fuser Unit	Fixes the printed image on the paper by fusing the toner. Do not touch this unit as it is extremely hot.
18	Transfer Unit	Transfers the toner image on the drum to the paper. Pull out this unit to clear paper jams.
19	Drum Cartridge	Comprises devices such as a photoreceptor drum and charge corona.
20	Toner Cartridge	Contains toner (image forming powder).
21	Breaker Switch	Controls the power supply to the machine. Once leakage is detected, this switch will automatically interrupt the power supply to the machine. It is usually left in the "I" position.

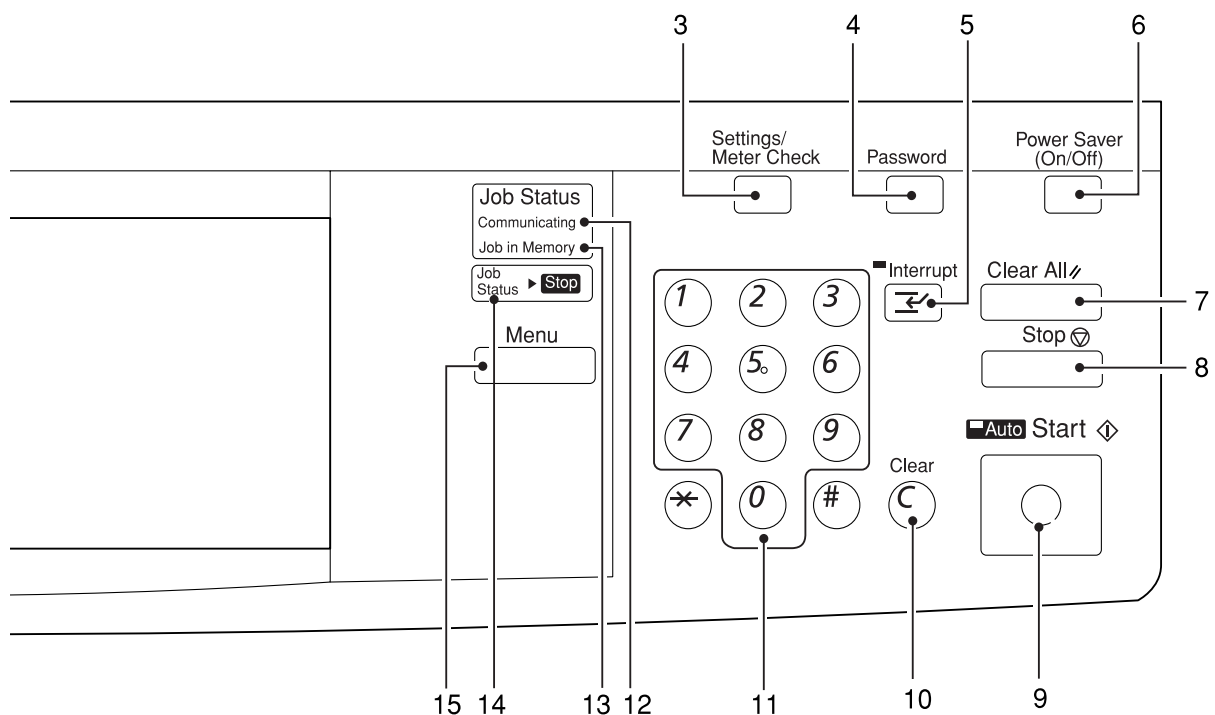
* Indicates that the feature may not be available on certain models.

1

● Control Panel



1	Brightness Adjustment Dial	Adjusts the brightness of the Touch Panel display.
2	Touch Panel Display	Touch the feature buttons on this panel to select the desired options for a copy, scan or print job.
3	Settings/Meter Check Button	Press this button to go to the Settings/Meter Check screen or screen for setting printer specifications if the printer function is installed. You can also check the meter reading.
4	Password Button	Press this button to enter the Password (by department/account user) when the Auditron feature is enabled.
5	Interrupt Button/Indicator	Press this button to interrupt the current copy or print job for an urgent job. The indicator light at the upper left lights up when this button is pressed.
6	Power Saver (On/Off) Button	Press this button to reduce the power consumption of the machine and put it in the Power Saver mode which is indicated by the illuminated button. To return to the Ready (Copy) mode, press the lit Power Saver button.



7	Clear All Button	Press this button to clear all settings and return to the default screen.
8	Stop Button	Press this button to stop the current copy or print job.
9	Start Button	Press this button to start copying or scanning. The Auto indicator light at the upper left lights up when Auto Start is activated.
10	Clear C Button	Press this button to delete a wrong character entry, and stop a copy or print job.
11	Numeric Keypad	Use the keys to enter the number of sets to be copied, or numeric values for feature settings.
12	Communicating Indicator*	The indicator lights up when print or scan data are being transmitted.
13	Job in Memory Indicator*	The indicator lights up when data are accumulated in the memory of the machine.
14	Job Status ► Stop Button*	Press this button when checking or cancelling the status of copy, print or scan jobs.
15	Menu Button*	Press this button to display the menu screen.

* For models with the printer feature

1-2

Switching On and Off

1

Switch On the power before operating the copier.
This section will show you how to switch the copier On/Off.



Breaker Switch

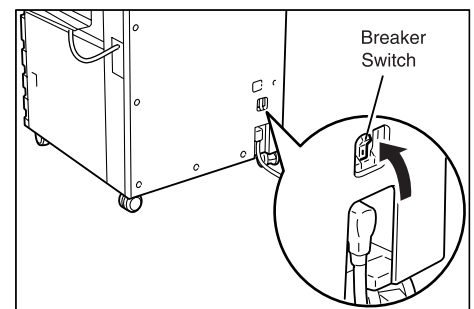


- If the breaker trips repeatedly, contact your local authorized Panasonic service representative.
- Check the Ground Fault Interrupter once a month to ensure that it works correctly.



- *Power requirements and ground connection of Safety Notes* for an explanation on the Ground Fault Interrupter.

The Breaker Switch is normally set to the "I" position. However, when it is not used for an extended period of time or when it is to be relocated, switch it to the "O" position.



Switching On the Power

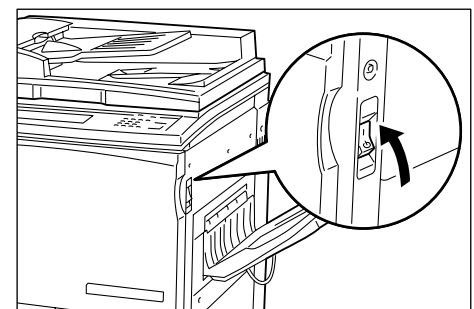


- You can change the default screen from the Basic Features screen to any other screen and the new screen will be displayed.
- The machine will be in the Ready mode approximately three minutes after the power is switched On.
- When the Power Saver mode is On, the display will still be Off and the Power Saver indicator will be On.

Turn the power switch to the "I" position.

The power is switched On.

After a while, the default screen appears on the display.





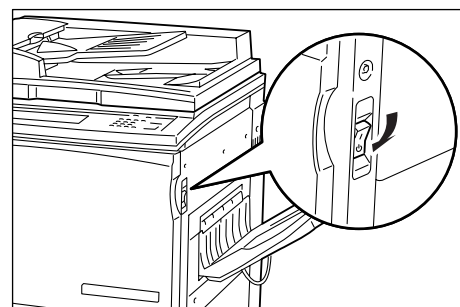
Switching Off the Power



- If the machine is switched On but has been left unused for a fixed period of time, the Power Saver feature will reduce the power consumption of the machine to conserve energy. See *1-5: Saving Power* for details.

Turn the power switch to the "⏻" position.

The power is switched Off.



1



Switching Off the Power Automatically



- This feature is available for models with only the copy function. See *Time-Outs* in *6-1: List of Custom Preset Functions* on how to change the settings.



- The Auto Power Off feature is not available for models with the printer feature.

The Auto Power Off feature will be enabled if the machine has been left unused for a certain duration (factory default is 60 minutes) while the power is On.

Press the switch to the "I" position to switch On the power.



Auto Start



- When the Auto Start feature is activated, "Please wait ... Job will start automatically." appears on the message area of the display. The indicator light at the top left corner of the Auto indicator is lit.
- You can cancel the Auto Start feature by pressing the **Stop** button and then the **Clear C** button.

Load the document while the message "Please wait.." is being displayed. Then press the **Start** button. The document will automatically be scanned once the machine is ready to copy. This is called the **Auto Start** feature.



Using the Touch Panel Display

1

You can select a feature shown on the Touch Panel display by touching its corresponding button on the display. Here, the Basic Features screen is used to explain the respective parts of a screen. In this section, the Touch Panel display will be referred to as the “display”.

Feature Status Mark

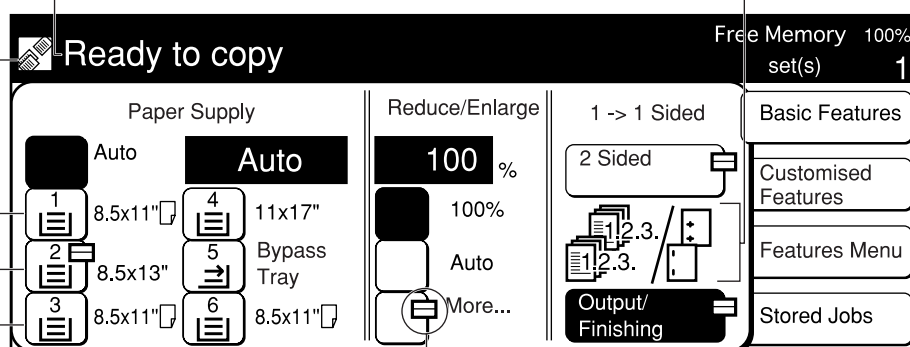
The status of a feature is indicated by a mark.

Message Area

The status of the machine and its operating instructions are displayed here. The number on the right indicates the number of sets to be copied.

Feature Icon

Explanation on a feature and its settings are represented pictorially.



The above Paper Supply display is a sample. Each default setting is
 Tray 1 : 8.5 x 11" (A4)
 Tray 2 to 4 : 11 x 17" (A3)
 Tray 6 : 8.5 x 11" (A4).
 Above Trays can be changed.

Select one of these buttons to change the display.

Feature Button

Touch this button to select or program a feature. The currently selected button is highlighted.

Pop-up Mark

This mark indicates that the button has a pop-up screen for additional selections. Select this button to display the pop-up screen.



- The features shown on the display (includes message in the message area or the screen) will depend on the installed options and the model of the machine. In the above example, Tray 6 (High Capacity Feeder), and Finisher are installed.
- For models with the printer feature, see the *Operating Instructions (For Printer)*.



- The System Administrator can use the Tools Mode to select the screens to be displayed. See sections on *Feature Defaults* and *Screen Layout* in 6-1: *List of Custom Preset Functions* for details.



- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.



- The screen on the right has the Finisher installed.

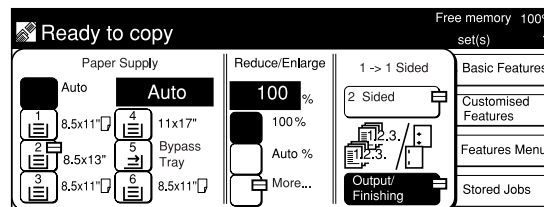
Changing the Display Screen

Four screens are available for selection on the display. They are the Basic Features screen, Customized Features screen, Features Menu screen and Stored Jobs screen.

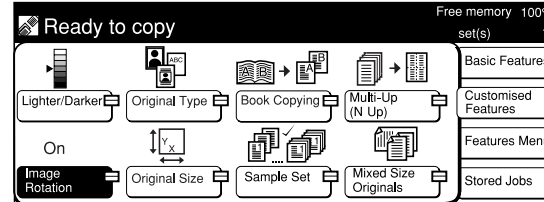
Select the Basic Features, Customized Features, Features Menu or Stored Jobs button located on the right-hand side of the display. The corresponding screen of the selected button will be displayed. The factory default screen when you switch On the power is the Basic Features screen.

The features on the Basic Features screen and the Customized Features screen are also shown on the Features Menu screen. Select the screen that best meets your operating requirements.

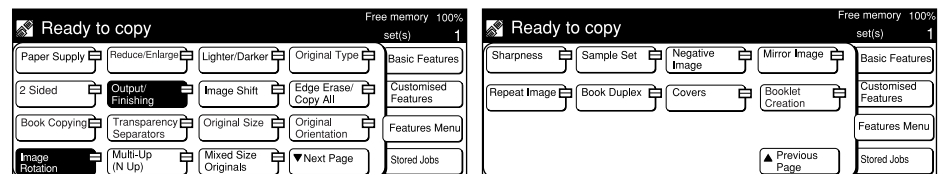
Basic Features (factory default)



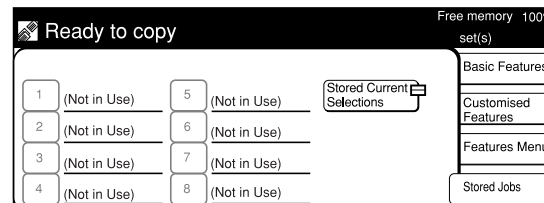
Customized Features (factory default)



Features Menu

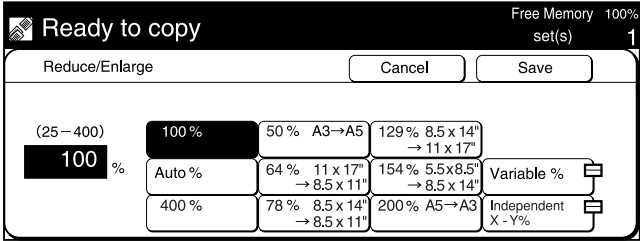


Stored Jobs (factory default)

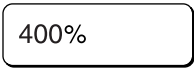


Selecting a Feature

Touch a displayed button to select a feature or value. See “Chapters 4 to 6” for details.



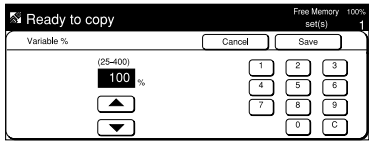
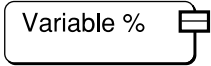
When the feature name is displayed on the button:



Select **400%**.

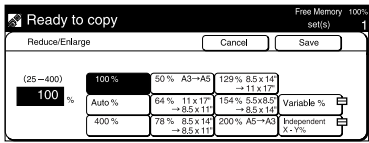
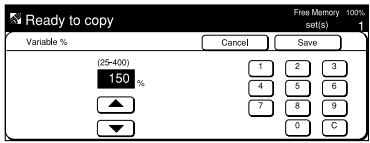
400% is highlighted indicating that it has been selected.

When there is a pop-up mark attached to the button:



① Select **Variable %**.

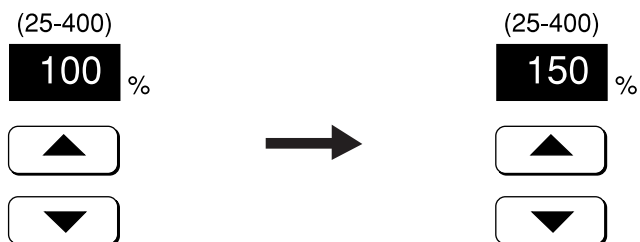
② The screen for selecting the settings is displayed.



③ Select the options and values. To confirm, select **Save**. To cancel the settings, select **Cancel**.

④ The original settings screen appears.

● When there are Scroll Buttons ▲ ▼



Press ▲▼ buttons.
Press the button continuously
to change the value rapidly.

The value displayed has changed.

● Functions of the Reset, Cancel and Close/Save Buttons

Reset

Returns all the selected features and values to their original settings when the screen was first displayed.

Cancel

Cancels all the selected features and values of the displayed screen and returns to the previous screen.

Close

Registers all the settings and returns to the previous screen.

Save

● When a Button Is Not Available



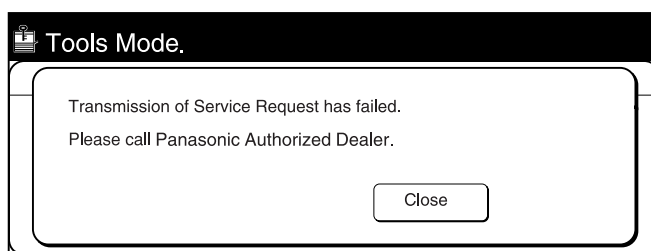
An unavailable button is dim and grey in color.

Message Pop-up and Confirmation Pop-up Screens

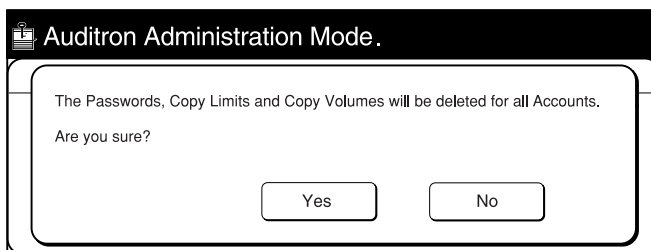
A message pop-up screen will be displayed to show warning or caution notes. Select **Close** to exit from this screen.

A confirmation pop-up screen will be displayed when an action requires your confirmation. Select either **Yes** or **No** to exit from this screen.

Message Pop-up Screen

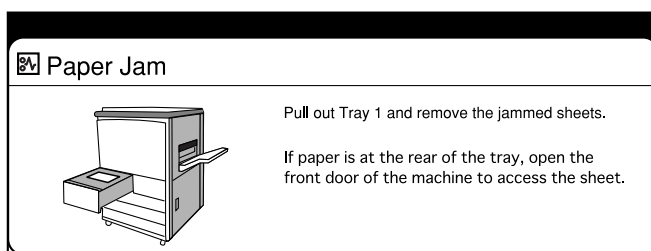


Confirmation Pop-up Screen



Error Message Screen

An error message screen will be displayed when it is time to replace one of the consumables or when an error will result if you continue to use the copier. This screen will also be displayed when there is paper jammed in the machine or when an internal system failure has occurred. Follow the instructions shown on the screen to resolve the problem.



Power Saver Screen

The display on the screen disappears and the Power Saver indicator light is On when the Power Saver feature is activated. Press the **Power Saver (On/Off)** button again to display the default screen.

1-4

Entering Password

(When the Auditron Feature is Enabled)

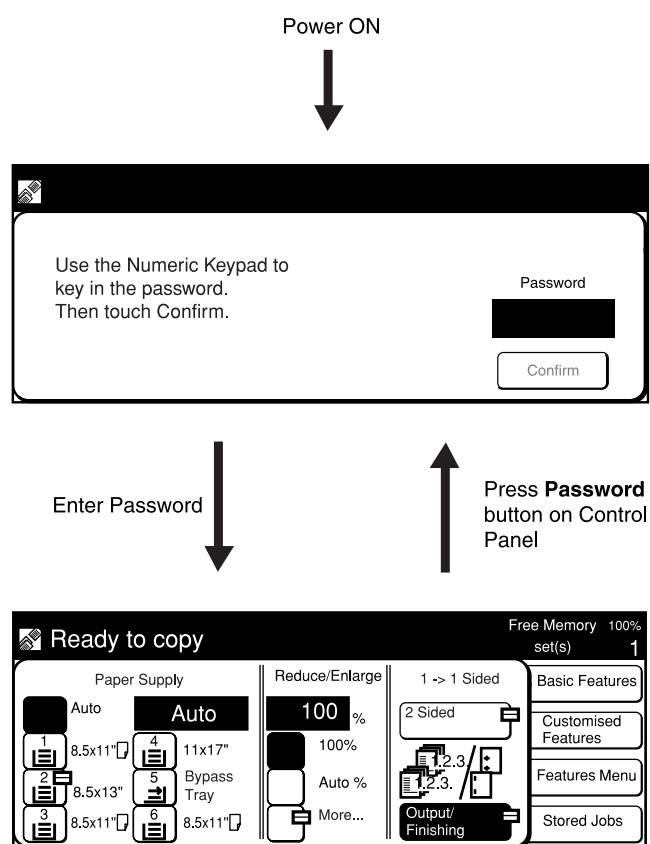


- Chapter 9 Using the Auditron Feature for details on the functions and settings of the Auditron feature.



- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

The Auditron feature allows you to control the number of copies that a department (account user) can make by assigning a password to the user. The diagram shows the relationship between the Password Entry screen and the default screen. This section describes the procedures for entering the password when the Auditron mode is On.





- If you made a mistake while entering the password, press the **Clear C** button to clear and re-enter.



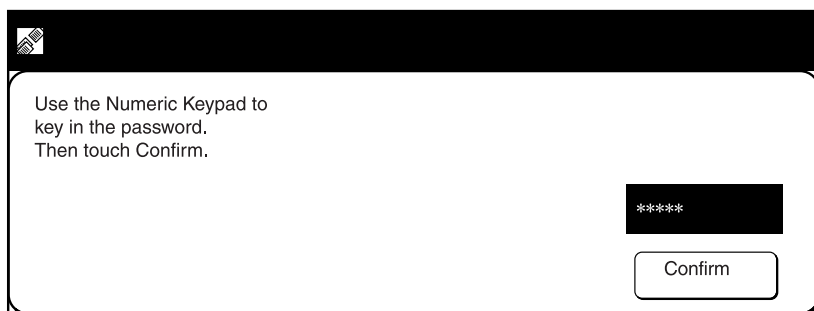
- You can change the maximum display time (time-out) of the default screen by using the Auditrion Administration Mode. See 9-7: *Defining Automatic Display of the Password Entry Screen* for details.

Procedure

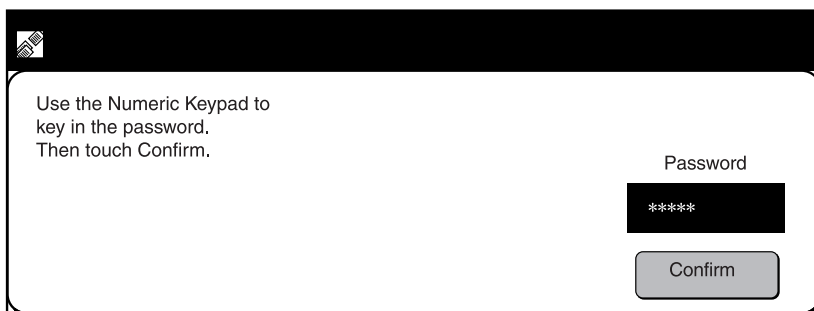


When the Password screen is being displayed, enter your Password by using the keypad.

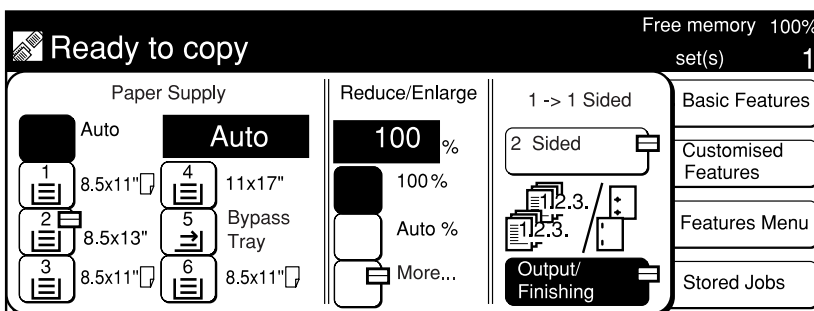
Each input digit is represented by an asterisk.



Select **Confirm**.



The default screen appears.



After you have finished with your copying, press **Password** to return to the Password Entry screen.

Password



1-5

Saving Power



- Normal power consumption during machine standby is 270 W.
- When the machine is not used for a set period of time, it automatically goes into the low power mode (Power Saver mode) (factory default is 15 minutes). In addition, after a set period of time, it shifts to the power Off mode (Sleep Mode) (factory default is 60 minutes).
- These time-out periods can be changed. See *Time-Outs in 6-1: List of Custom Preset Functions* for details.



- When the machine is not used for a set period of time, it automatically goes into the low power mode (factory default is 15 minutes). In addition, after a set period of time, it shifts to the Sleep Mode (factory default is 60 minutes).
- For models which come with the printer feature, see the *Operating Instructions (For Printer)* regarding setting the power-saving feature.
- Sleep mode can be disabled. See the *Operating Instructions (For Printer)*.

The machine has a power-saving feature, which lowers the power consumption when copying is stopped for a period of time. This consists of two modes based on the level of power consumption.

Low Power Mode (Power Saver Mode)

Power consumption: 120 V model: 206 W, 220-240 V model: 208 W

The power of the control panel and fuser unit lowers. The display is unlit. The Power Saver light on the control panel is lit.

- To copy, press the **Power Saver (On/Off)** button.
The Power Saver light is unlit and the Power Saver mode is cancelled.

Power Off Mode (Sleep Mode)

Power consumption: 120 V model: 6 W, 220-240 V model: 7 W

The power switch automatically changes to the "⏻" position and the power is switched Off.

- To copy, turn the power switch to the "I" position.
The power is switched On and the display shows the default screen.

● For Models Which Come with the Printer Feature

Low Power Mode

The power of the control panel and fuser unit lowers. The display is unlit. The Power Saver light on the control panel is lit.

- To copy, press the **Power Saver (On/Off)** button.
Operating Instructions (For Printer)

Sleep Mode

The power of the fuser unit is cut. The display is unlit. The Power Saver light on the control panel is lit.

- To copy, press the **Power Saver (On/Off)** button.
The Power Saver light is unlit and Power Saver mode is cancelled.



Entering Power Saver Mode Automatically



- By factory default, the shift to Power Saver mode and Auto Power Off mode after the last copy job or action is set as 15 minutes and 60 minutes respectively. These time-out periods can be changed. See *Time-Outs in 6-1: List of Custom Preset Functions* for details.
- For models which come with the printer feature see the *Operating Instructions (For Printer)* regarding setting the power-saving feature.
- Sleep mode can be disabled. See the *Operating Instructions (For Printer)*.

When the machine is not used for a set period of time, it automatically goes into the Low Power Mode (Power Saver Mode). In addition, after a set period of time, it shifts to the Power Off Mode (Auto Power Off Mode).

● For Models Which Come with the Printer Feature

When the machine is not used for a set period of time, it automatically goes into the Low Power Mode. In addition, after a set period of time, it shifts to the Sleep Mode.



Using the Power Saver Mode

You can enable the Low Power Mode manually when you are not making copies for a period of time.

Procedure



Press **Power Saver (On/Off)**.

Power Saver
(On/Off)



The power saver light is turned On and the machine is in the Power Saver Mode.

● Disabling the Power Saver Mode

Procedure



Press **Power Saver (On/Off)**.

Power Saver
(On/Off)



The power saver light is turned Off and the Power Saver Mode is disabled.



- When the machine in low power mode is not used for a set period of time, it shifts to the Power Off mode (Auto Power Off mode), and power is cut. To copy, switch the power On again.

2

Loading Paper

2-1	What Paper to Use	18
2-2	Storing and Handling Paper	20
2-3	Loading Paper	21
2-4	Changing the Paper Tray Size	25



What Paper to Use

This section describes the paper stock that can be used on this machine.

Weights of Paper

2



- The Tray 6 (High Capacity Feeder) is optional.
- For two-sided copying, use 12 - 28 g/m² paper.

The weights of paper for the respective trays are as shown below.

Tray	Paper Weight
Tray 1	12 - 28 lbs
Trays 2 to 4	12 - 28 lbs
Tray 5 (Bypass)	12 - 48 lbs
Tray 6 (High Capacity Feeder)	12 - 28 lbs

Paper Size and Tray Loading Capacity



- Do not use paper with glue or tape on it.
- For curled paper, uncurl them before loading.
- You cannot make two-sided copies onto paper smaller than 5.5 x 8.5".

The applicable paper size and the loading capacity for the respective trays are shown below.

Tray	Valid Paper Sizes	Paper Tray Capacity
Tray 1	A5, A5 □, B5 □, A4 □, 5.5 x 8.5", 8.5 x 11" □	1000 sheets
Trays 2 to 4	A5, A5 □, 5.5 x 8.5", B5, B5 □, A4, A4 □, 8.5 x 11", 8.5 x 11" □, 8.5 x 13", 8.5 x 14", B4, Pa Kai, A3, 11 x 17"	550 sheets each
Tray 5 (Bypass)	A6, B6, A5, A5 □, B5, B5 □, A4, A4 □, B4, A3, Pa Kai, 5.5 x 8.5", 8.5 x 11", 8.5 x 11" □, 8.5 x 13", 8.5 x 14", 11 x 17"	50 sheets each
Tray 6 (High Capacity Feeder)	B5 □, A4 □, 8.5 x 11" □	3600 sheets



Types of Special Media



- The special media mentioned on the right cannot be used for 2-Sided copying.



- Do not use paper with glue or tape on it.
- Special Media cannot be loaded in Trays 1 and 6 (High Capacity Feeder) (optional).
- Load perforated paper with the holes toward the back of the tray.

The types of media for the respective trays are as shown below.

Tray	Special Media
Trays 2 to 4	Transparencies, perforated paper (30-hole)
Tray 5 (Bypass)	Transparencies, perforated paper (30 hole), tracing paper, label stock



CAUTION Do not use conductive paper, e.g folding paper, carbonic paper and coated paper. When paper jam occurs, they can cause fire or electric shocks.



Storing and Handling Paper

2

Observe the following when storing paper:

- Always store paper in a cabinet or at a place with low humidity. Damp paper may cause jams or affect the image quality.
- Always re-pack unused paper, preferably with desiccant.
- Always store paper on a flat surface to prevent bending or curling.

Observe the following when handling paper:

- Do not combine and load paper left-over from different reams into a tray.
- Do not use folded or wrinkled paper.
- Do not load mixed size paper into a tray.
- Always fan transparencies or labels before loading to prevent jamming or multi-sheet feeding.



Handling Curled Paper

If the output paper curls badly and cannot be properly delivered to the output tray, remove the paper stock from the selected tray. Turn the stack of paper over in the tray so that the last sheet is now the first sheet. Then re-load the paper stock into the paper tray.

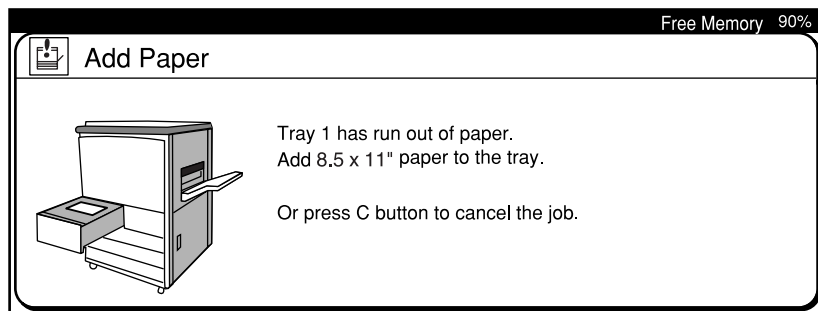
2-3

Loading Paper

Note

- During a copy job, paper can be added to a tray not selected for the current job that is in progress.

The following screen will appear when paper runs out during a copy job. Add paper according to the displayed instructions. After adding the paper, you can resume the copy job by pressing the **Start** button.



This section will show you how to add paper to Trays 1 to 4, Tray 5 (Bypass), and Tray 6 (High Capacity Feeder).



Loading Paper in Trays 1 to 4

Note

- The capacity of Tray 1 is 1000 sheets while Trays 2 to 4 each has a capacity of 550 sheets.

Add paper to Trays 1 to 4 according to the procedures shown below.

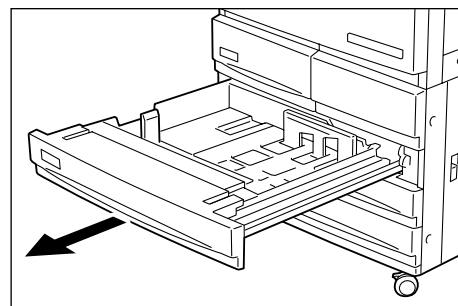
Procedure



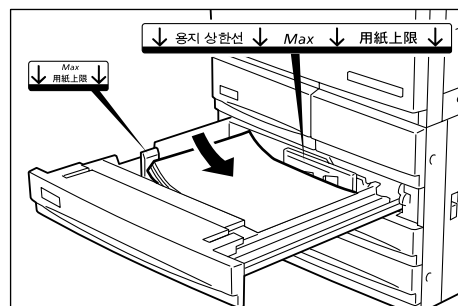
Pull out the empty tray until it stops.



CAUTION When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.



Align and load the paper stock against the right side of the tray with the side where the image is to be copied facing upwards.



IMPORTANT

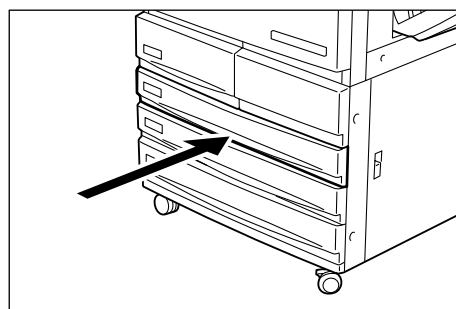
- Do not load paper above the MAX fill line.

2



Push the tray in slowly until it stops.

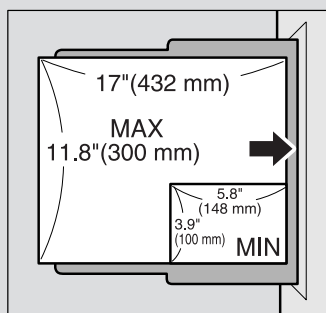
The message, "Ready to copy. Press Start to continue or press C button to cancel the job." appears on the display once you have properly replenished the tray.



Loading Paper in Tray 5 (Bypass)



- The Tray 5 (Bypass) has a capacity of 50 sheets. The paper size is as follows.



*However, image which can be copied on the Y axis is up to 11 inches.

- Load perforated paper with the holes toward the back of the tray.
- When copying on OHP film (8.5 x 11" or A4), please set the OHP film in Landscape orientation.



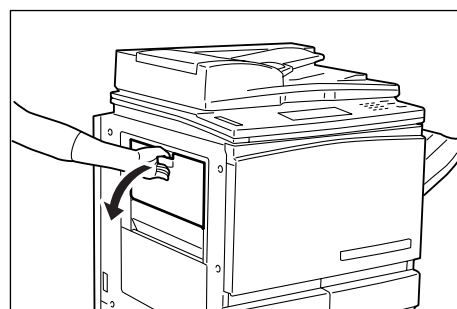
- Do not place things other than media on Tray 5 (Bypass). Also, do not make copies while holding the edge of the paper. The wrong paper size may be detected leading to paper jams.
- Make sure that the Paper Guide is set so that it touches the paper. Skewed paper will cause the copy image to be slanted.
- When copies are made by placing the original on the document glass, there may be a loss of image due to error in size detection. As such, enter the size of the original with the Original Size feature, or use the DADF.
- Do not move the Paper Guide after the **Start** button has been pressed and until copying has stopped.

Load special media, non-standard size paper, which cannot be loaded in Trays 1-4, Tray 6 (High Capacity Feeder) (optional), and Tray 5 (Bypass).

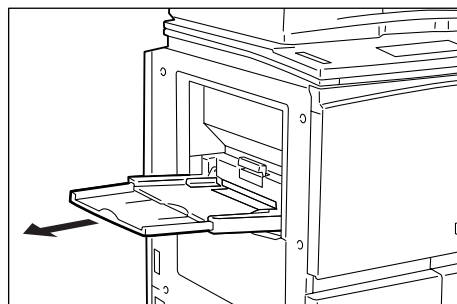
Procedure



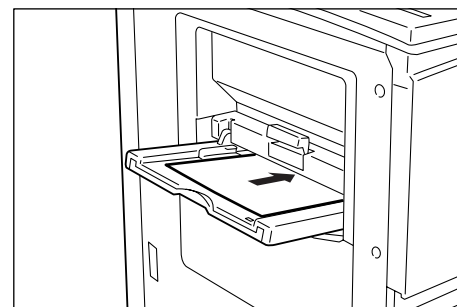
Open Tray 5 (Bypass) by holding the grip on the left side of the machine.



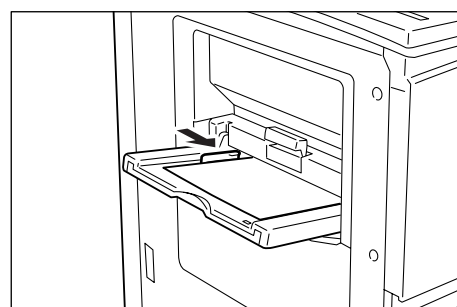
If necessary, pull out the Extension Tray.



Load paper with the side to be copied facing up and inserting them till they touch the back of the tray. Make sure the edges of paper towards you are aligned.



Move the Paper Guide to touch the paper. Tray 5 (Bypass) under Paper Supply of the Basic Features screen becomes selectable.



Loading Paper in Tray 6 (High Capacity Feeder) (optional)



- Tray 6 (High Capacity Feeder) is optional.
- The capacity of Tray 6 (High Capacity Feeder) (optional) is 3600 sheets.



- Do not load paper above the MAX fill line.

Load paper in Tray 6 (High Capacity Feeder) (optional) by following the procedures below.

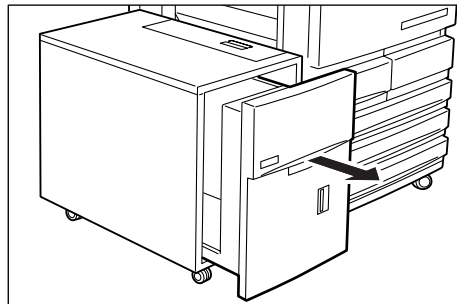
Procedure



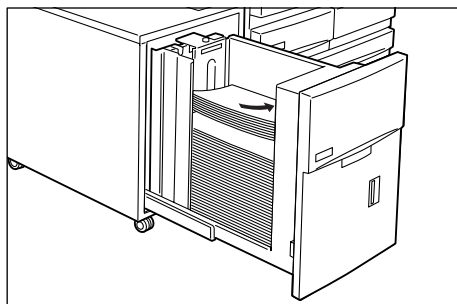
Pull the tray out slowly until it stops.



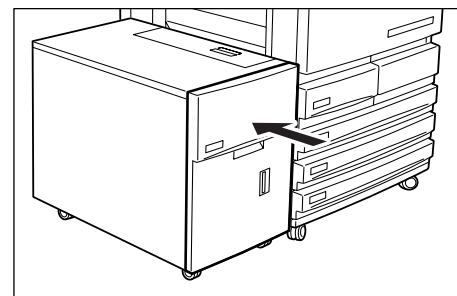
CAUTION When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.



Align and load the paper against the right side of the tray with the side where the image is to be copied facing upwards.



Push the tray in slowly until it stops.



2-4

Changing the Paper Tray Size

Changing the Size of Tray 1



- *2.1 What Paper to Use* for information on the types of paper stock that can be used.
- *Original/Paper Size Sensing of 6.1: List of Custom Preset Functions* for information on the Tools Mode screen.



- Paper jam may occur if the paper size has not been changed correctly.

Follow the procedures shown below to change the size of Tray 1 in order to load paper stock of the desired size.

For changing paper size A5↔5.5 x 8.5", you have to do it via the Tools Mode screen.

Procedure

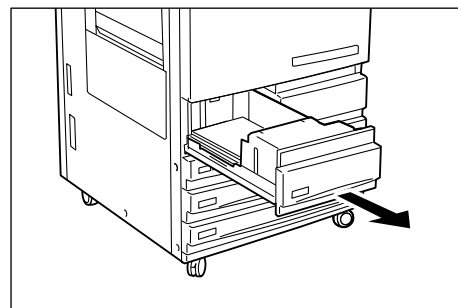


Pull Tray 1 out until it stops.

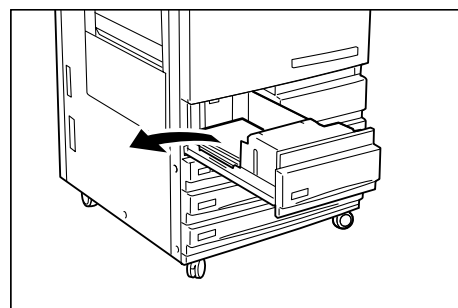


CAUTION

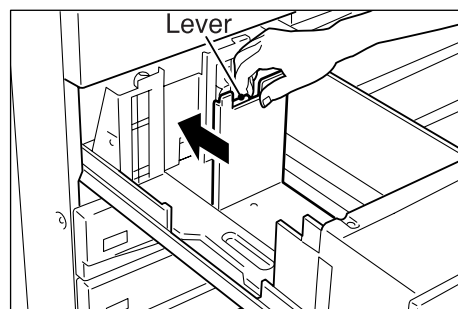
When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.



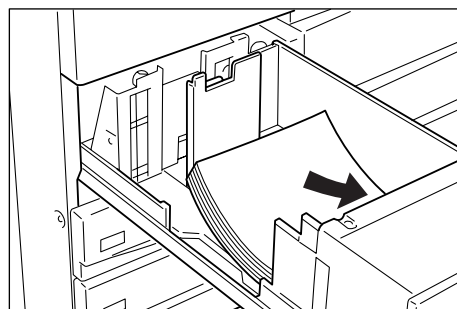
Remove any paper still in the tray.



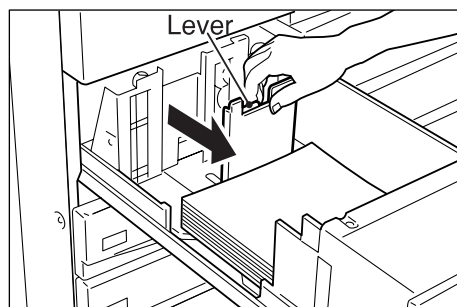
Pinch and hold the release on the Lever as shown in the diagram. Then push the Lever to the rear of the tray.



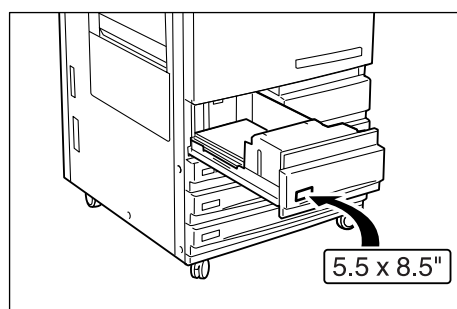
- 4 Place paper stock of the desired size against the bottom-right corner of the tray.



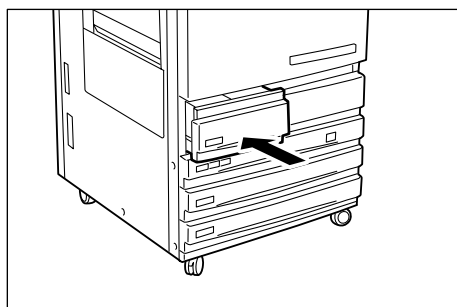
- 5 Pinch and hold the release on the Lever again and push the Lever forward until it touches the edge of the paper.



- 6 Paste the new Paper Size Label on the front of the tray.



- 7 Push Tray 1 in slowly until it stops.



- After changing from A5↔5.5 X 8.5", there is a need to adjust settings in Tools Mode screen. See *Original/ Paper Size Sensing of 6.1: List of Custom Preset Functions*.



Changing the Size of Trays 2 to 4



- After changing paper size, follow the steps from Step 9 to adjust settings on the Tools Mode screen.

Request assistance from your System Administrator if you need to change the size of Trays 2 to 4. Your System Administrator can follow the procedures shown below to make the changes.

Procedure

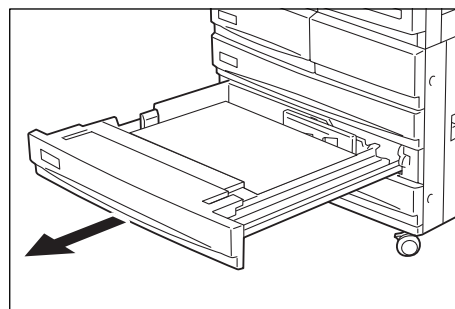


Pull out the tray that you want to change until it stops.

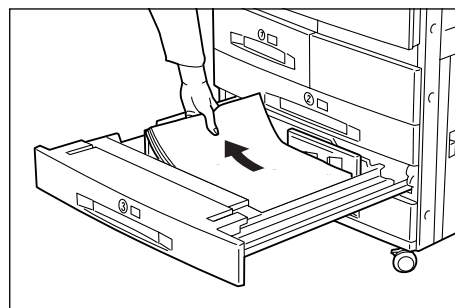


CAUTION

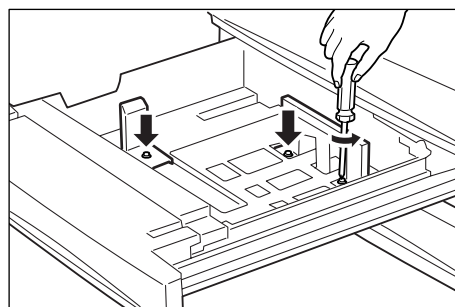
When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.



Remove any paper still in the tray.



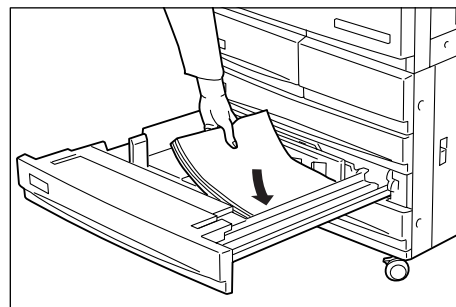
Use a screwdriver to remove the three screws as shown in the diagram.



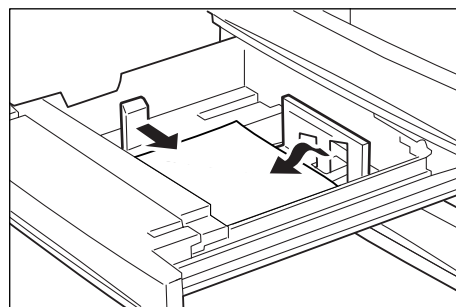


- If the Paper Guides are not fastened properly, paper jam may occur.

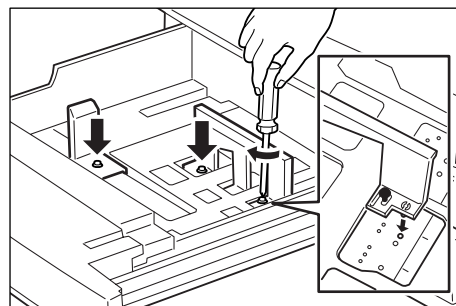
- 4 Place paper stock of the desired size against the bottom-right corner of the tray.



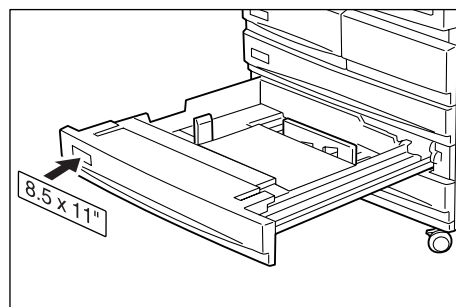
- 5 Adjust the Paper Guides according to the size of the paper.



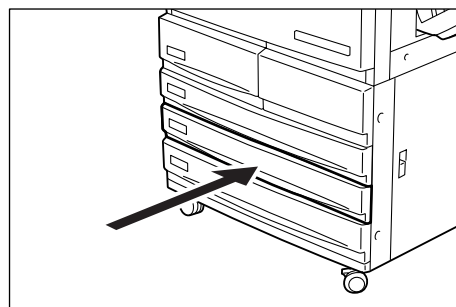
- 6 Remove the paper from the tray and use a screwdriver to fasten the screws as shown in the diagram.
Check that the Paper Guides are locked at the holes with the screws tightened. Then re-load the paper.



- 7 Paste the new Paper Size Label on the front of the tray.



- 8 Push the tray in slowly until it stops.
Refer to the procedures described on the following page to change the paper size.





- The screen on the right has the Auditron mode enabled. For details, refer to *Chapter 9 Using the Auditron Feature*.



- If you made a mistake while entering the Access Number, press the **Clear C** button to clear and re-enter.
- The factory default Access Number is "11111".



- Changing the Access Number of the administrator in *6-3: Configuring the Machine with Tools Mode* for information on how to change the Access Number.



- For models with the printer feature, the screen displayed differs.

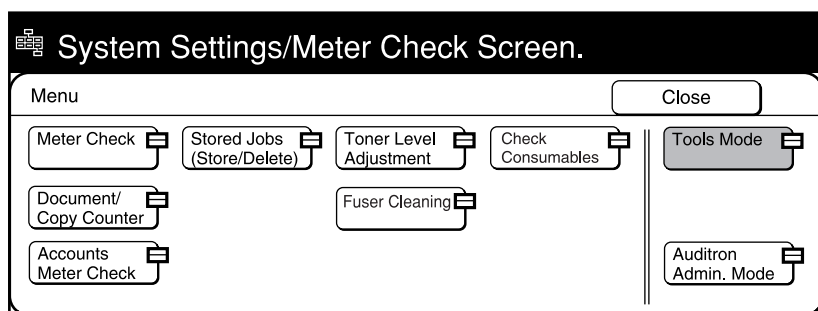


Press **Settings/Meter Check** on the control panel.

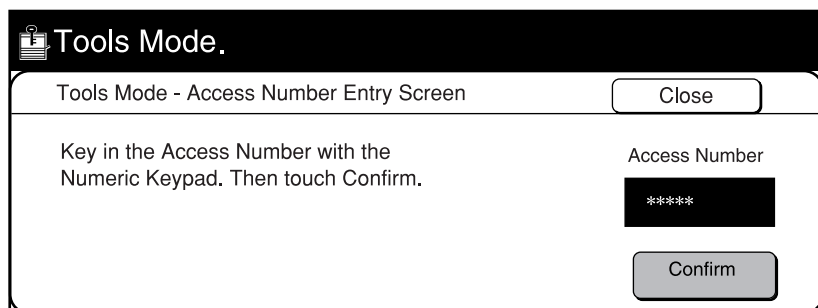
Settings/
Meter Check



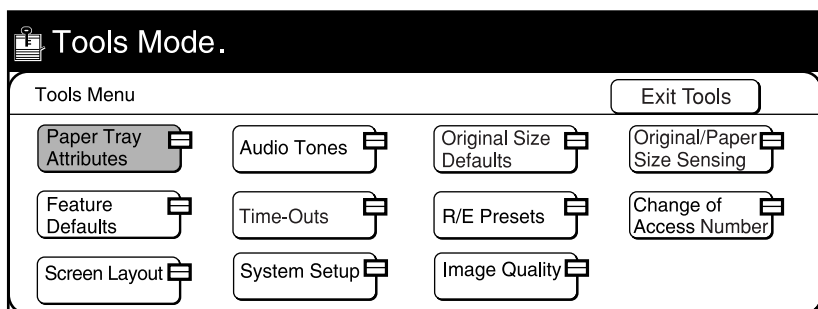
Select **Tools Mode**.



Enter the Access Number of the System Administrator by using the keypad and select **Confirm**.
Each input digit is represented by an asterisk.



Select **Paper Tray Attributes**.

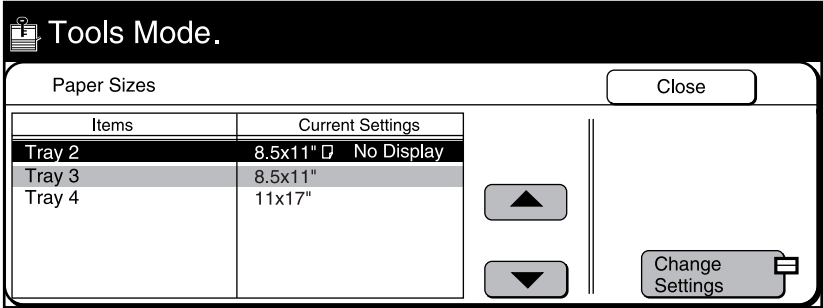


Select **Paper Sizes**.

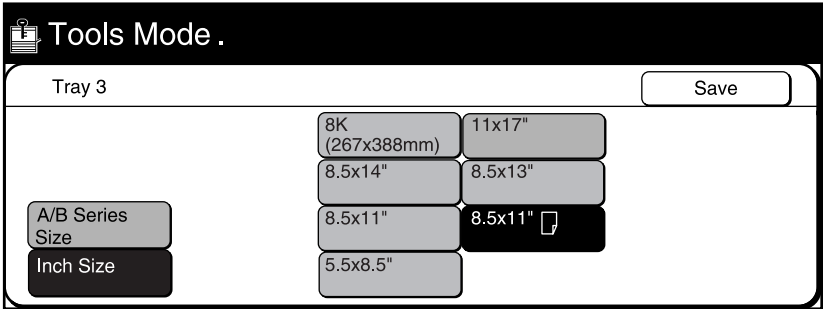
Note

- The tray can also be selected directly by touching its button on the display.
- As Tray 1 and Tray 6 (High Capacity Feeder) (optional) can automatically detect the loaded paper size, they are not shown on the screen on the right.

14 Select the tray that you have changed by using the ▲ ▼ buttons. Then select **Change Settings**. For example, select **Tray 3**.



15 Select the desired preset paper size. If the preset paper size is measured in inches, select **Inch Size**. Then select the desired paper size.



16 Select **Save** once and **Close** twice.

17 Select **Exit Tools**.
The paper size of the selected tray is changed.



Changing the Size of Tray 6 (High Capacity Feeder) (optional)



- Tray 6 (High Capacity Feeder) is optional.



- Paper jam may occur if paper size has not been changed correctly.

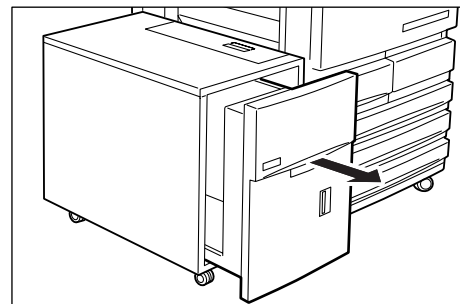
This section explains the procedures for changing the paper sizes to be loaded in Tray 6 (High Capacity Feeder).

Paper sizes that can be loaded are B5□, A4□, and 8.5 x 11"□.

Procedure



Pull Tray 6 (High Capacity Feeder) out slowly until it stops.

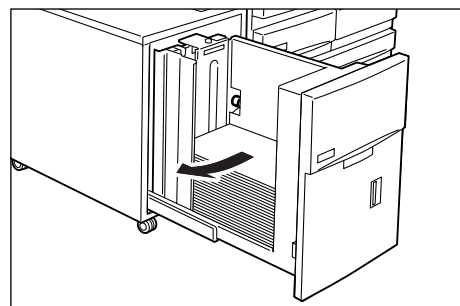


CAUTION

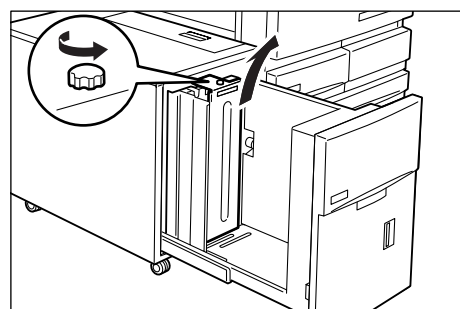
When pulling out a paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.



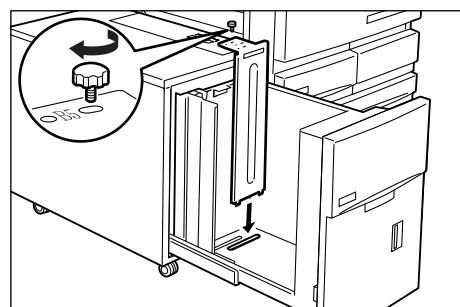
Remove any paper still in the tray.



Turn the screw to remove the Inner Guide.



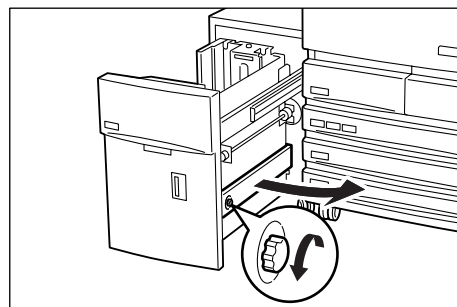
Adjust the Inner Guide to the hole and fasten the screw. When changing to A4□ or 8.5 x 11"□, proceed to Step 7.



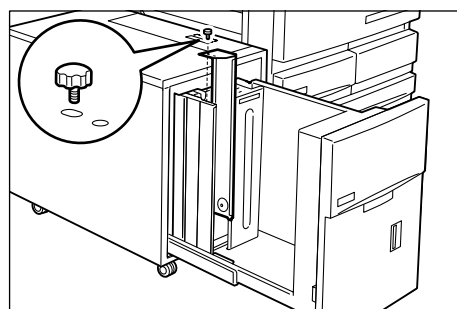


- When B5 is changed to A4 or 8.5x11", remove the Horizontal Guide from the (B5) slot and store it on the right side of the tray and tighten the screw.

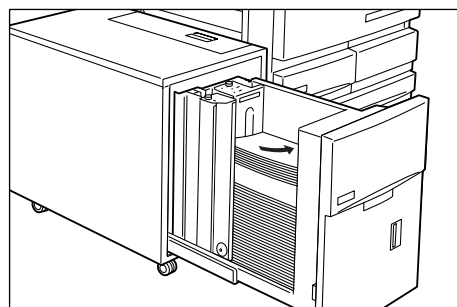
- 5 When the paper size is changed to B5, remove the Horizontal Guide from the right side of the tray.



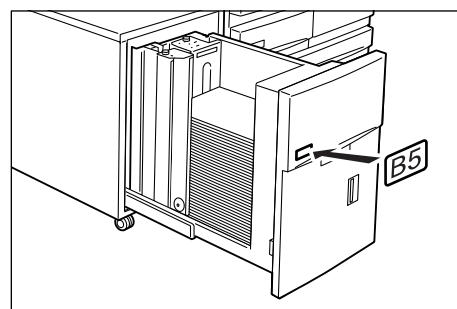
- 6 Insert the Horizontal Guide into the (B5) slot and fasten the screw.



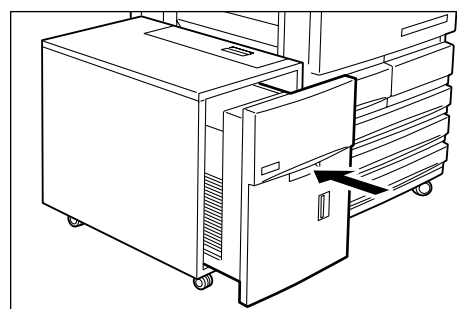
- 7 Place the paper against the bottom-right corner of the tray.



- 8 Paste the new Paper Size Label on the front of the tray.



- 9 Push the tray in slowly until it stops. When pushing back Tray 6 (High Capacity Feeder), do not place your hand on the front of the tray. You may hurt your fingers if you do so.



3

Loading Documents

3-1	Documents	34
3-2	Loading Documents	36

3-1

Documents



- Edge Erase/Copy All is not available when copying some types of documents.

Place document on the Document Glass or load it in the Duplex Automatic Document Feeder (DADF).

Place the following types of documents on the Document Glass. They will cause jams when loaded in the DADF.

- Documents that are relatively heavy, for example, brochures and booklets
- Torn, wrinkled, paste-up, punched-hole, folded or curled documents
- Paper-clipped or stapled documents
- Documents with carbon on the reverse side
- Highly transparent documents such as transparencies and tracing paper that have been pencilled
- Heat-sensitive paper

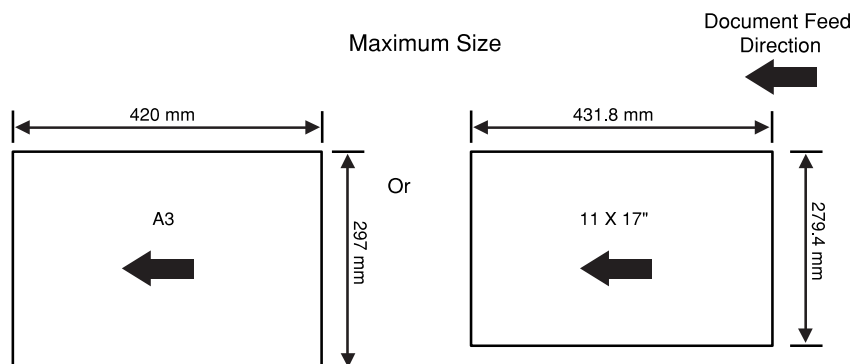
Observe the precautions described in the following sections when loading documents in the DADF or when placing them on the Document Glass.

Loading Documents in the DADF



- Do not load any documents that have correction fluid or carbon on them.

- Do not hold on to a document while it is being fed into the scanner. This may cause a document misfeed.
- Do not allow excessive sheets of documents to accumulate in the Document Tray. Never place anything on the Document Tray as it may result in a document jam.
- When opening the DADF, gently lift it up until it stops. Never force it up.
- The DADF cannot detect the size of transparencies and tracing paper.
- The DADF accepts the following types of documents.



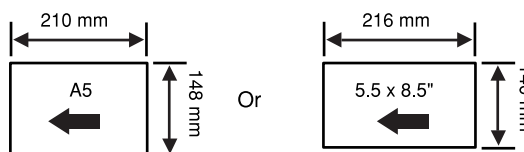


- Paper Weight is a measure of the substance of paper expressed in pounds (lbs), which does not depend on the number of sheets in the ream.



- *Original/Paper Size Sensing in 6-1: List of Custom Preset Functions* for information on how to define automatic document size sensing.

Minimum Size



- Paper Weight : 1-Sided : 10 - 34 lbs or 38 - 128 g/m²
2-Sided : 13 - 28 lbs or 50 - 105 g/m²
- Capacity : 50 sheets
- When using the DADF, the paper sizes, which can be automatically detected by the machine are A5, A5□, B5, B5□, A4, A4□, 8.5 x 11"*, 8.5 x 11"□, B4, A3, 11 x 17", and 8.5 x 13".
However, using Tools Mode, you can change A5 to 5.5 x 8.5", A4 to 8.5 x 11", A4□ to 5.5 x 11"□, B4 to 8K (267 x 388 mm), A3 to 11 x 17", and 8.5 x 13" to 8.5 x 14".



Placing Documents on the Document Glass



- Do not load any documents that have correction fluid or carbon on them.

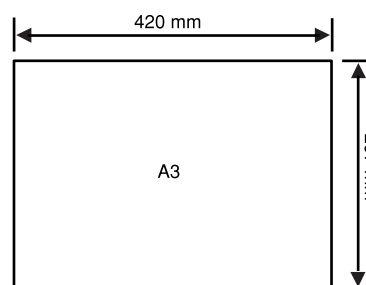


- For highly transparent documents, they may not be automatically detected. Specify their sizes with the Original Size feature.



- *Original/Paper Size Sensing in 6-1: List of Custom Preset Functions* for information on how to define automatic document size sensing.

- The largest document size that can be placed on the Document Glass is shown below. There is no limit on the smallest size.



- When using the Document Glass, the paper sizes, which can be automatically detected by the machine are A6, B6, B6□, A5, A5□, 5.5 x 8.5", 5.5 x 8.5"□, B5, B5□, A4, A4□, 8.5 x 11"□, 8.5 x 11", 8.5 x 14" (or 8.5 x 13"), B4, 8K (267 x 388 mm), A3, and 11 x 17".

CAUTION

- If you make copies with the document cover open, avoid looking directly at the copy lamp. Direct eye exposure can cause eye fatigue or damage.
- When copying a thick document, do not use excessive force to press it against the Document Glass. The glass may break and cause injuries.



Loading Documents

Load the documents in the DADF or place it on the Document Glass.



Loading Documents in the DADF

3



- The DADF cannot be used for some types of documents. See *Loading documents in the DADF* in 3-1: *Documents* for the details.
- For originals of mixed sizes, see 5-5: *Loading Mixed Size Originals (Mixed Size Originals)*.



- Align the lead edges of your documents.
- Document feeder jams may occur if the Document Guide is not positioned correctly.

The DADF lets you load a stack of documents for feeding to the scanner one sheet at a time, and output them after scanning. 50 sheets can be loaded each time, thus saving time of loading documents manually.

● Procedure



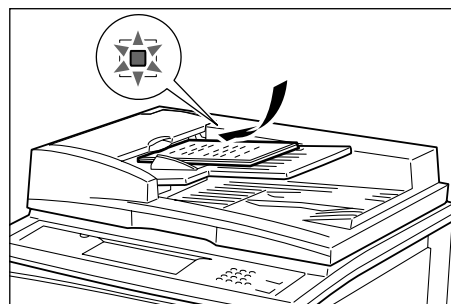
Align the lead edges of your documents.

Remove any paper clips, staples and Post-it® Notes before making copies.

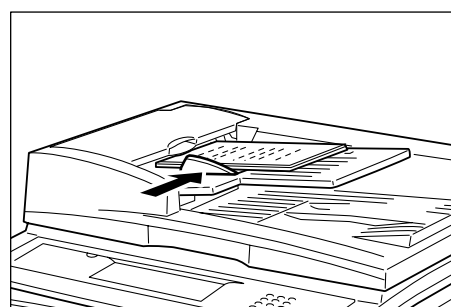


Load documents face up (side one should face up in the case of two sided copying) against the rear guide.

The confirmation light becomes lit.



Move the Document Guide to gently touch the document.



● Note when copying 51 sheets of documents or more

50 documents can be loaded each time, but documents can be added for continuous scanning up to a total of 700 sheets (350 sheets for two-sided copying). During the scanning of the first document loaded, select **Next Document** on the screen. After scanning has ended, add documents and press **Start** to continue scanning other documents. Select **End Job** if there are no further documents for scanning. However, when **Stapling, 1 -> 2 Sided**, or **Multi-Up (N Up)** is selected, no documents can be added for scanning.



Placing Documents on the Document Glass



- Placing documents on the Document Glass in *3-1: Documents* for information on the types of documents that can be placed on the Document Glass.
- For documents of mixed sizes, see *5-5: Loading Mixed Size Originals (Mixed Size Originals)*.



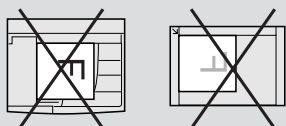
- Open the document cover until the cover is completely released from the sensor rod (approximately 11.8 in (30 cm) and above). Otherwise, the machine may not be able to accurately detect the size of the document.



- When copying highly transparent documents such as tracing paper or transparencies, stains on the document cover may also be copied. To prevent this, cover the document with a piece of white paper the same size as the document before closing the document cover.
- If a document is folded or curled, its size may not be correctly detected. Put a stack of white paper of the same size on the document, and make sure it comes into close contact with the Document Glass.
- You need to specify the document size if you have selected certain features. See *5-12: Selecting the Original Size (Original Size)* for details.
- For collated copying, up to 700 sheets can be continuously scanned. See *4-7: Collating Copy Output (Output/Finishing)* for collated-copying.



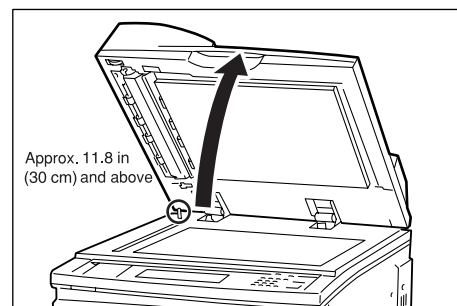
- By factory default, document orientation is set to **Head to Top**.
- See *5-10: Selecting the Original Orientation (Original Orientation)*.
- Do not place the document like this if you have selected **Head to Left**.



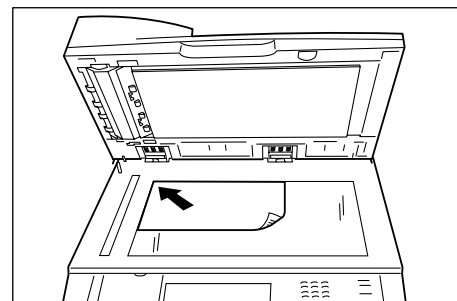
● Procedure



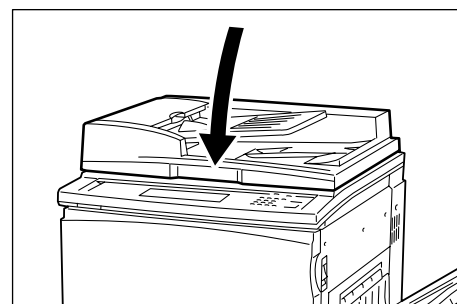
1 Open the document cover.



2 Place the document face down and align it with the upper-left corner of the Document Glass.



3 Close the document cover.



CAUTION

When copying a thick document, do not use excessive force to press it against the Document Glass. The glass may break and cause injuries.

● Document Orientation

When a feature such as, **2 Sided, Multi-Up (N Up), Image Shift, Edge Erase/Copy All, Repeat Image, or Stapling/Punching (optional)** is selected, and if the document orientation is wrong, copies cannot be made correctly. Documents are loaded as **Head to Top** or **Head to Left** (see diagram below). After loading documents, be sure to set their orientation (Head to Top or Head to Left) under **Original Orientation** on the copy screen of each feature or on the Features Menu screen.

Loading in DADF

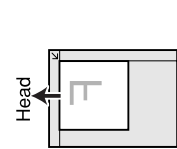
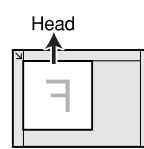
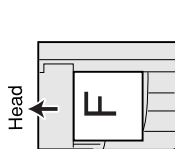
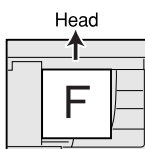
Loading on Document Glass

Head to Top

Head to Left

Head to Top

Head to Left





Screen Display When Using Document Glass

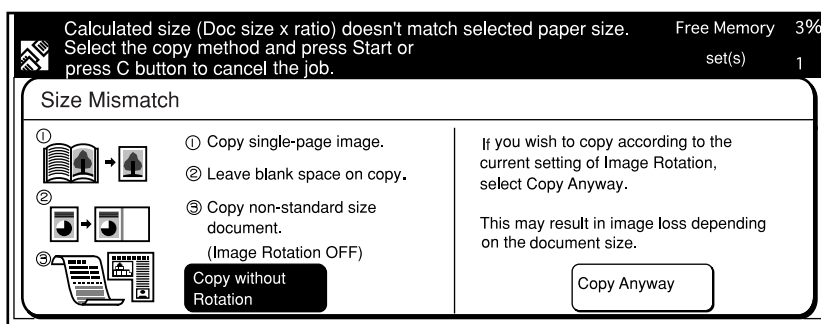


- See 5-12: *Selecting the Original Size (Original Size)* on how to input the document size.
- The display of this screen can be enabled via the Tools Mode screen. See *System Setup* in 6-1: *List of Custom Preset Functions*.
- This screen is not displayed by factory default.

The message "Size Mismatch" may be displayed if you have pressed the **Start** button after placing your document on the Document Glass and selecting the copy function.

Size here refers to the image size that is calculated based on the document size detected by the machine and the specified ratio.

The Size Mismatch message screen will be displayed if the machine is unable to detect the document size and the image size does not fit the selected paper size. This may result in image loss when the document is copied.



If the copy to be made is either option 1, 2 or 3 on the left side of the screen, check that **Copy without Rotation** is selected and press **Start**. The copy will be made without rotating the image regardless of the Image Rotation setting. (When this screen is displayed, **Copy without Rotation** is already selected.)

If **Copy Anyway** is selected, the copy will be made based on the document size detected by the machine and the selected features. Sometimes image loss may result after the image is rotated because of the loading method or the document size. In this case, first enter the area to be copied by using the Original Size feature.

"Size Mismatch" will not be displayed in the following instances.

- Paper Supply or Reduce/Enlarge is set to **Auto** and **Auto %** respectively.
- **Independent X-Y%** is selected.
- A non standard size paper is selected.
- The area to be copied is entered by using the Original Size feature.
- **Image Shift** (↖ ↗ ↘ ↙, **Auto Center** (Centre)), **Multi-Up (N Up)**, **Repeat Image**, **Book Copying**, or **Book Duplex** is selected.

4

Basic Features

4-1	Overview of Basic Features	40
4-2	Selecting a Paper Tray (Paper Supply)	42
4-3	Reducing/Enlarging (Reduce/Enlarge)	43
4-4	Reducing/Enlarging the Length and Width (Independent X-Y%)	49
4-5	Copying on One Side (2 Sided)	56
4-6	Copying on Two Sides (2 Sided)	59
4-7	Collating Copy Output (Output/Finishing)	64
4-8	Stapling (Stapling)	67
4-9	Punching Holes (Punching)	70
4-10	Resetting the Copy Sets and Feature Settings to Their Defaults	73
4-11	Stopping a Copy Job	74
4-12	Interrupting a Copy Job	75
4-13	Programming Ahead	76

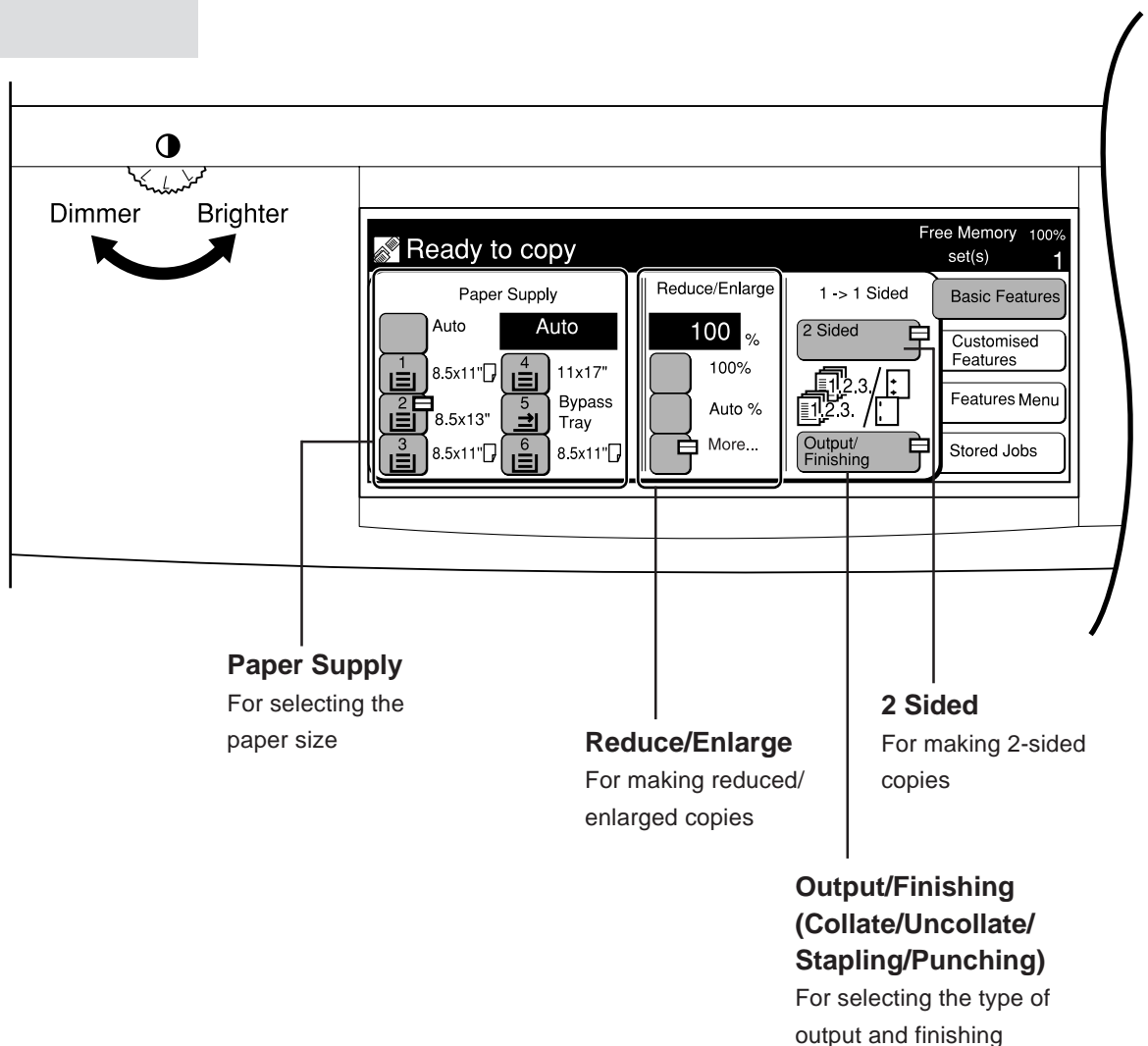
4-1

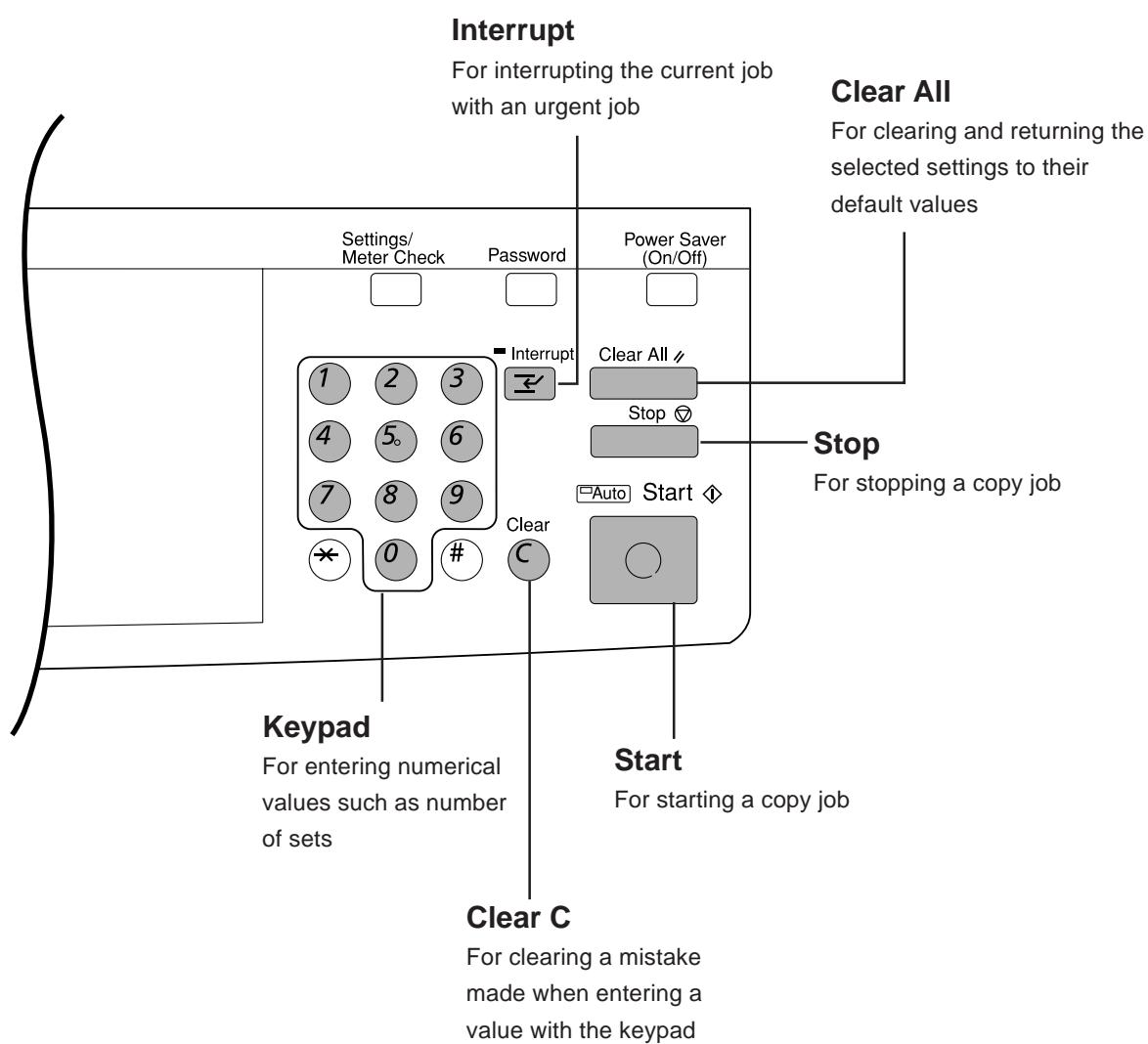
Overview of Basic Features



- The screen below has the Tray 6 (High Capacity Feeder), and Finisher installed.

The icons and buttons on the display that are used for carrying out a basic copy job are shown in the diagram below. This diagram shows their locations on the control panel as well as the features that they have. You will find it useful to familiarize yourself with the respective locations of the icons and buttons before operating the machine.





4-2

Selecting a Paper Tray

(Paper Supply)

4



- A message will appear on the display if the auto-selected tray has no paper or the machine is unable to detect the size of the document. Follow the displayed instructions.
- A message will appear on the display if the selected tray has no paper. Follow the displayed instructions.
- By factory default, Auto Paper Selection is applicable to Tray 1, Tray 2, and Trays 3, 4, 6 (High Capacity Feeder) (optional). Request the Tools Mode administrator to set the tray you wish to assign for Auto Paper Selection. See *Paper Tray Attributes* in 6-1: *List of Custom Preset Functions*.



- Chapter 3 Loading Documents for information on how to load documents.



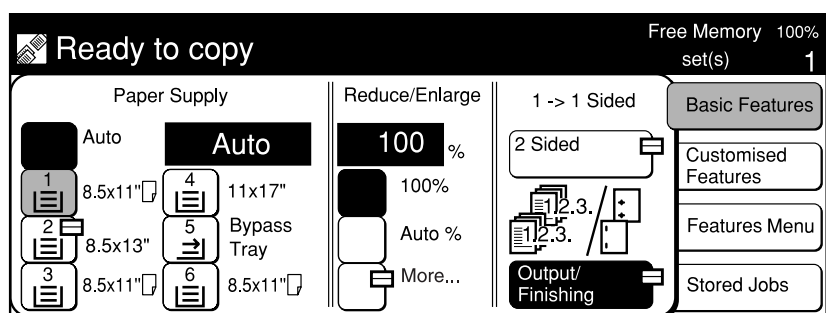
- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.
- The factory default for Paper Supply is **Auto**.
- Paper Supply can also be selected on the Features Menu screen.
- You cannot select **Auto** for Paper Supply and **Auto %** for Reduce/Enlarge at the same time. Once you have selected **Auto %** for Reduce/Enlarge, the **Auto** option in Paper Supply is automatically disabled.
- Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

Before starting a copy job, select a paper tray with the required paper size. There are two methods of selecting a paper tray:

- **Auto Paper Selection (Auto)**
The machine will detect the document size, match it with the percentage selected in Reduce/Enlarge and determine which paper size to use.
- **Operator's Selection**
You will select the desired paper tray.

Procedure

- 1 Load the document.
- 2 On the Basic Features screen, select **Auto** in Paper Supply. Alternatively, select the tray with the desired paper size. For example, select 1.



- 3 Select other features if necessary.
- 4 Enter the required number of sets by using the keypad and press **Start**.
The copies are made on paper from the selected tray.
If **Auto** is selected, the copies are made on paper from the tray designated for Auto Paper Selection.



- Enter the vertical and horizontal ratios of the document. The machine will convert these into length and width, and produce the copy accordingly. See 4-4: *Reducing/Enlarging the Length and Width (Independent X-Y%)* for information on the Independent X-Y% feature.

The Reduce/Enlarge feature allows you to adjust the size of your copy image. There are two methods to choose from:

- **Size-for-Size Copying (100%)**
The copied image is the same size as the original image.
- **Reduction or Enlargement**
You can reduce/enlarge an image by using one of the following methods:
 - **Selecting Auto%**
The machine determines the appropriate ratio for Reduce/Enlarge so that the copy image fits onto the selected paper.
 - **Preset Percentage Change**
You can select one of the seven preset ratios.
 - **Variable Percentage Change (Variable %)**
You can specify a reduction or enlargement ratio between 25-400%.

Original \ Copy	Ledger	Legal	Letter	Invoice
Ledger	100%	77%	65%	50%
Legal	121%	100%	79%	61%
Letter	129%	100%	100%	65%
Invoice	200%	155%	129%	100%

Size-for-Size Copying



- Chapter 3 Loading Documents for information on how to load documents.



- The factory default for Reduce/Enlarge is **100%**.
- **Reduce/Enlarge** can also be selected on the Features Menu screen.
- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.



- Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

You can make an exact copy of the original by selecting **100%** in Reduce/Enlarge on the Basic Features screen.

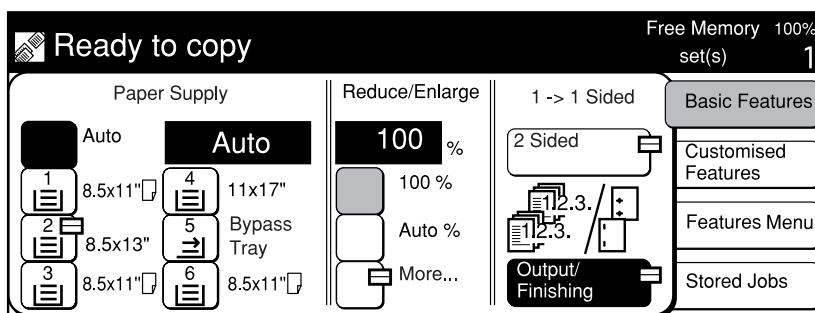
Procedure



1 Load the document.



2 On the Basic Features screen, select **100%** in Reduce/Enlarge.



3 Select other features if necessary.



4 Enter the required number of sets by using the keypad and press **Start**.

The copies are made at 100%.

Reduction or Enlargement

If you have selected **Auto %** in Reduce/Enlarge, the machine determines an appropriate reduction or enlargement ratio so that the copy image fits onto the paper from the tray which you have selected in Paper Supply.

Procedure



- Chapter 3 Loading Documents for information on how to load documents.



- **Paper Supply** can also be selected on the Features Menu screen.
- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.



- The factory default for Reduce/Enlarge is **100%**.
- **Reduce/Enlarge** can also be selected on the Features Menu screen.
- You cannot select **Auto** for Paper Supply and **Auto %** for Reduce/Enlarge at the same time. Once you have selected **Auto %** for Reduce/Enlarge, the **Auto** option in Paper Supply is automatically disabled.



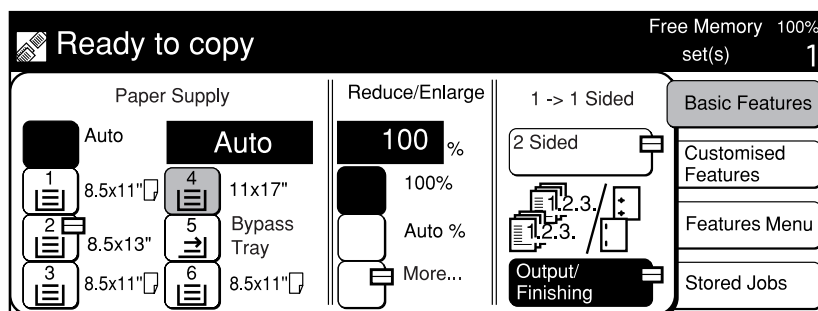
- Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.



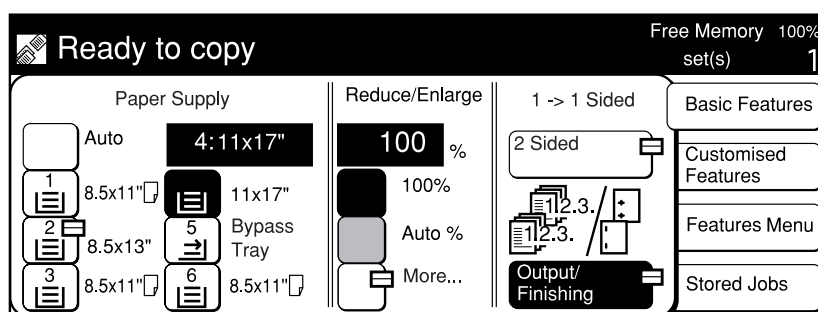
1 Load the document.



2 On the Basic Features screen, select the tray with the desired paper size in Paper Supply.
For example, select 4.



3 On the Basic Features screen, select **Auto %** in Reduce/Enlarge.



4 Select other features if necessary.



5 Enter the required number of sets by using the keypad and press **Start**.

The copies are made according to the ration that matches the paper size specified in Step 2.

Preset Percentage Change



- The values of the preset ratios can be changed. If you use a ratio more frequently than those shown on the right, then you will find it convenient to change one of those preset ratios to the one that you frequently use. See *R/E Presets of 6.1: List of Custom Preset Functions* for information on how to change the preset ratios.



- Chapter 3 *Loading Documents* for information on how to load documents.



- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.
- The factory default for Reduce/Enlarge is **100%**.
- **Reduce/Enlarge** can also be selected on the Features Menu screen.



- Select **Cancel** to cancel the settings.



- Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

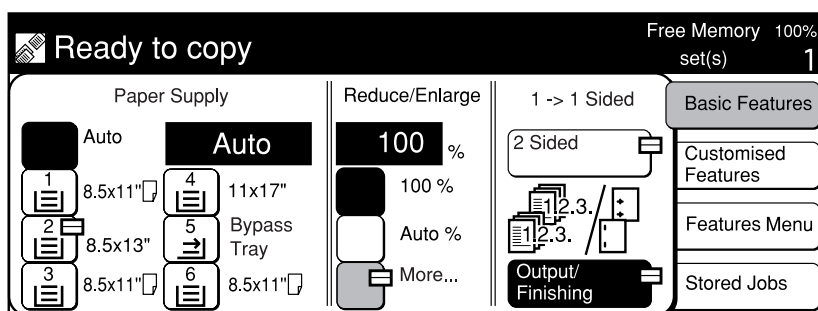
Procedure



Load the document.

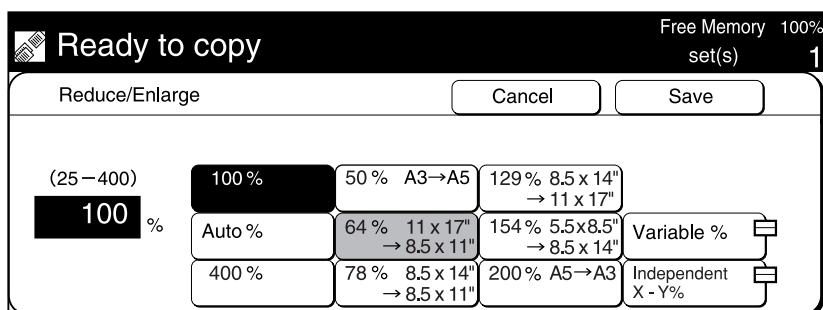


On the Basic Features screen, select **Reduce/Enlarge**.



Select the button with the desired preset ratio.

For example, select 64% 11 x 17" → 8.5 x 11".



Select **Save**.



Select other features if necessary.



Enter the required number of sets by using the keypad and press **Start**.

The copies are made according to the ratio specified in Step 3.

Variable Percentage Change (Variable %)

You can make copies by selecting a ratio between 25-400%.

Procedure



- Chapter 3 Loading Documents for information on how to load documents.



- **Paper Supply** can also be selected on the Features Menu screen.
- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.



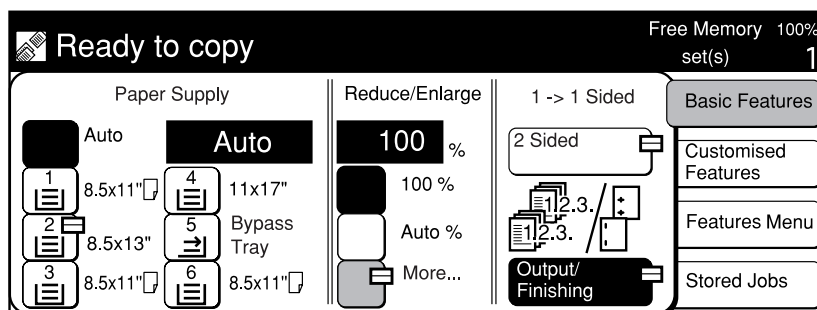
- The factory default for Reduce/Enlarge is **100%**.
- **Reduce/Enlarge** can also be selected on the Features Menu screen.



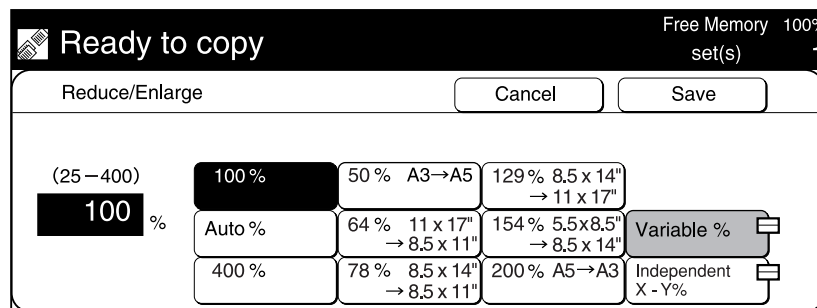
Load the document.



On the Basic Features screen, select **Reduce/Enlarge**.



Select **Variable %**.





- Touch **C** on the screen if you made a mistake while entering the ratio.
- Select **Cancel** to cancel the settings.

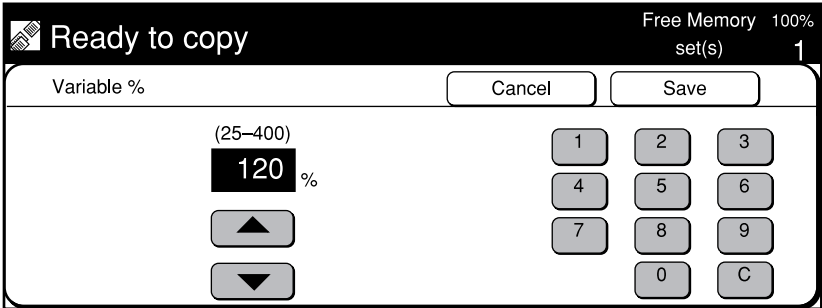


- Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.



Use ▲ ▼ buttons, or the keypad displayed on the screen to enter the ratio.

For example, enter 120%.



Select **Save** twice.



Select other features if necessary.



Enter the required number of sets by using the keypad and press **Start**.

The copies are made according to the ratio specified in Step 4.

4-4

Reducing/Enlarging the Length and Width

(Independent X-Y%)

Note

- If you have also selected **Auto Center** (Centre) for Image Shift, then the image will be copied onto the center of the paper as shown in the diagram on the right.
- You can select a ratio between 25-400% in 1% increments.

Note

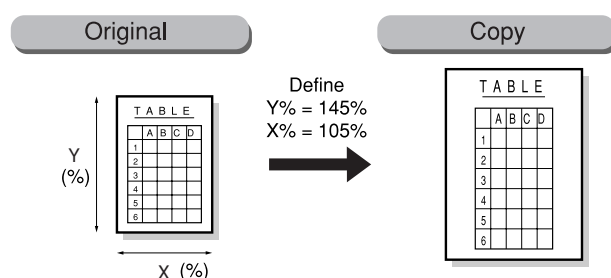
- You can enter a length (Y) between 1-999 mm in 1 mm increment.
- The machine will automatically adjust the ratio to 25% if the calculated ratio is below 25%, and 400% if the calculated ratio is above 400%.

Note

- When this is selected with **Image Rotation** Off, the resulting output will be as illustrated on the right.

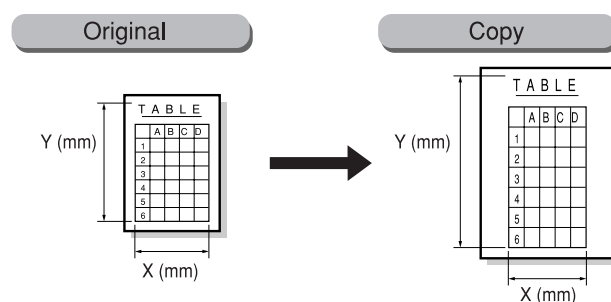
The Independent X-Y% feature allows you to make copies with independent length or width of the original. There are three methods available.

● Specifying X/Y Percentage Change (Variable X-Y%)



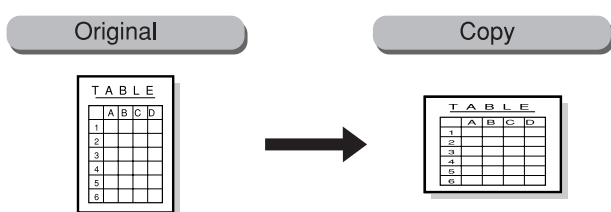
You can make copies of the originals by selecting different ratios for X and Y. The image will be copied according to your selected values.

● Specifying Original/Copy Size (Calculator %)



Copies will be made based on the ratios calculated by the machine from the input measurements of the document and the desired copy.

● Automatic X/Y Percentage Change (Auto-Fit)



The machine will make copies of the originals by calculating the X and Y ratios so that the image can fit onto the selected paper size.

Specifying X/Y Percentage Change (Variable X-Y%)

You can make copies of your original by specifying its X and Y ratios separately. The image will be copied according to the ratios that you have entered.

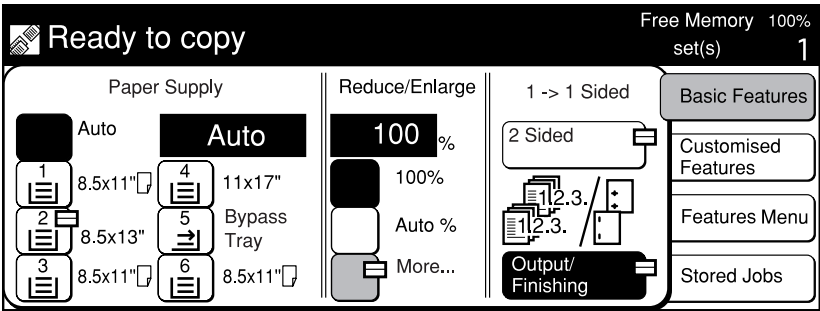
Procedure



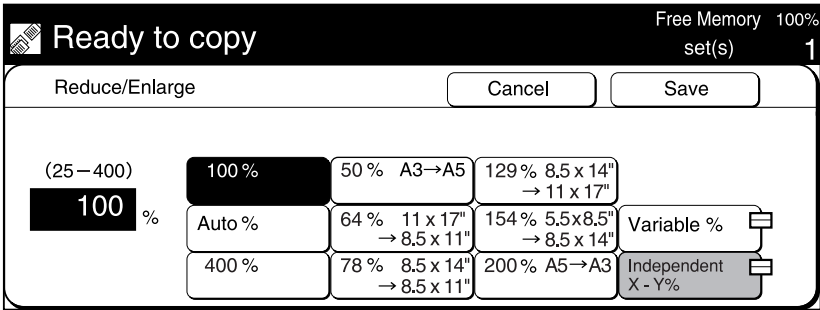
- The factory default for Reduce/Enlarge is **100%**.
- **Reduce/Enlarge** can also be selected on the Features Menu screen.
- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.



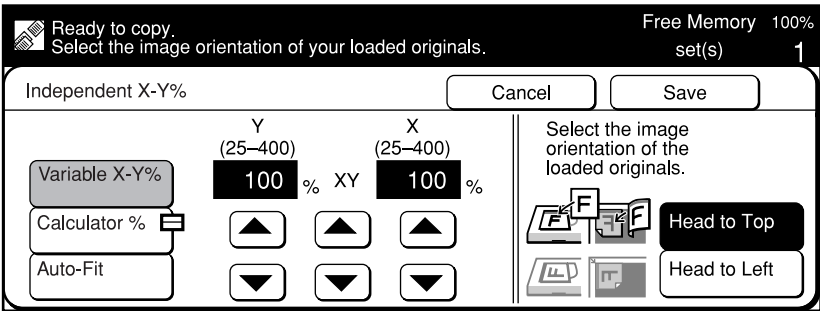
On the Basic Features screen, select **Reduce/Enlarge**.



Select **Independent X-Y%**.



Select **Variable X-Y%**.



- Select **Cancel** to cancel the settings.



- You can use ▲ ▼ buttons below XY on the display to increase or decrease the ratio of X and Y simultaneously.
- Select **Cancel** to cancel the settings.



- *Chapter 3 Loading Documents* for information on how to load documents.



- Set the document orientation correctly because if it is different from the orientation of original loaded, XY is different and their reduction or enlargement becomes different as a result.
See 5-10: *Selecting the Original Orientation (Original Orientation)* for details.

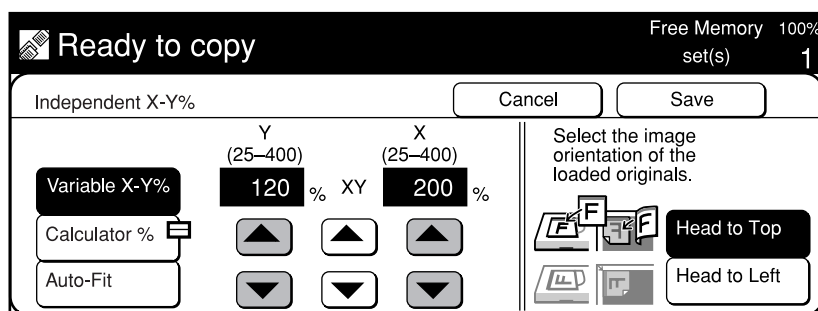


- Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

4

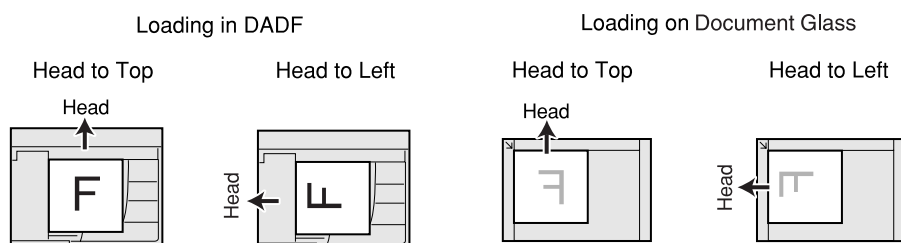
Enter the X and Y ratios by using ▲ ▼ buttons.

For example, enter Y = 120% and X = 200%.



5

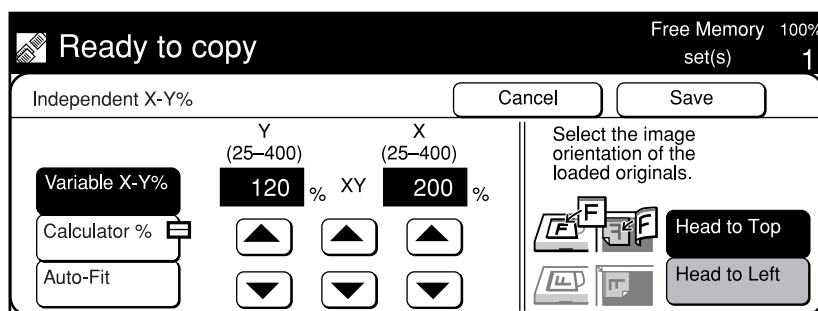
Load the original in the orientation of Head to Top, or Head to Left.



6

Select the corresponding document orientation of the original loaded.

Select **Head to Top** or **Head to Left**.



7

Select **Save** twice.

8

Select other features if necessary.

9

Enter the required number of sets by using the keypad and press **Start**.

The copies are made according to the ratios specified in Step 4.

Specifying Original/Copy Size (Calculator %)



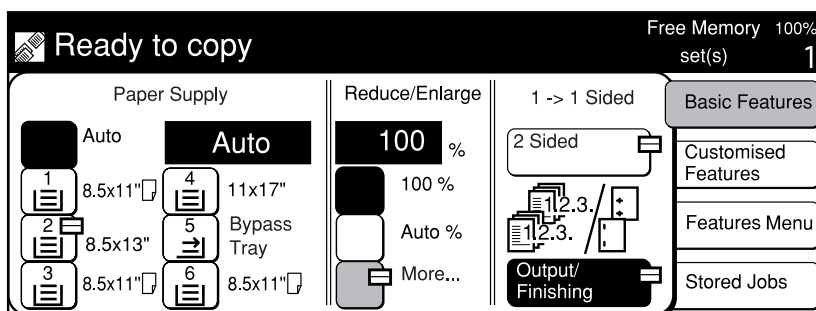
- The machine will automatically adjust the ratio to 25% if the calculated ratio is 25% or below, and 400% if the calculated ratio is 400% and above.
- The factory default for Reduce/Enlarge is **100%**.
- **Reduce/Enlarge** can also be selected on the Features Menu screen.
- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

The machine will make copies of your original based on the ratios calculated from the measurements of the original and the copy that you have entered.

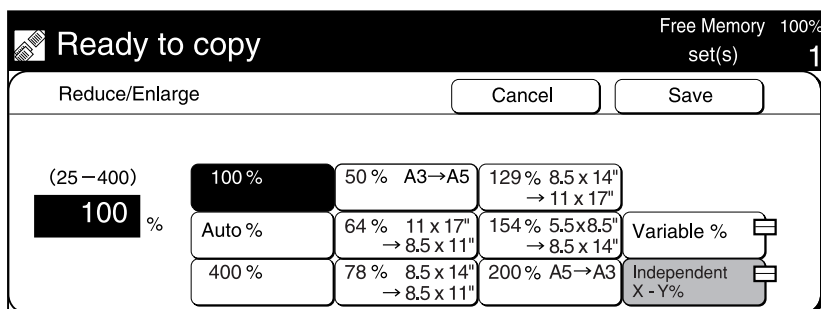
Procedure



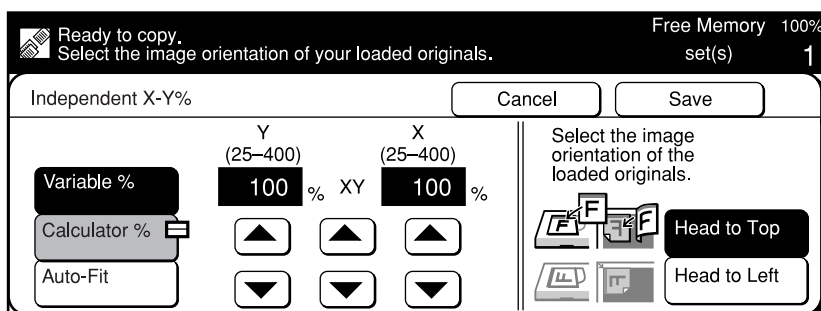
On the Basic Features screen, select **Reduce/Enlarge**.



Select **Independent X-Y%**.



Select **Calculator %**.



- Select **Cancel** to cancel the settings.



- Use the ruler markings surrounding the Document Glass to set the area of the original for scanning.
- Select **Cancel** to cancel the settings.



- To change the value, select **Enter/Next** to move to the value you want.



- *Chapter 3 Loading Documents* for information on how to load documents.

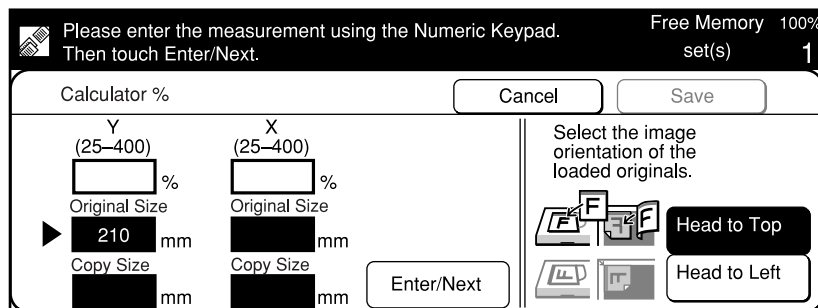


- Set the document orientation correctly because if it is different from the orientation of original loaded, XY is different and their reduction or enlargement becomes different as a result.
- See *5-10: Selecting the Original Orientation (Original Orientation)* for details.
- You cannot select **Save** until you have entered all the measurements for the document and paper size.
- Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

4

Check that there is a ► button on the left of **Original Size** under Y. Enter the length of the document by using the keypad.

For example, enter "210 mm".



5

Select **Enter/Next**.

The ► button moves to the left of **Copy Size** under Y.

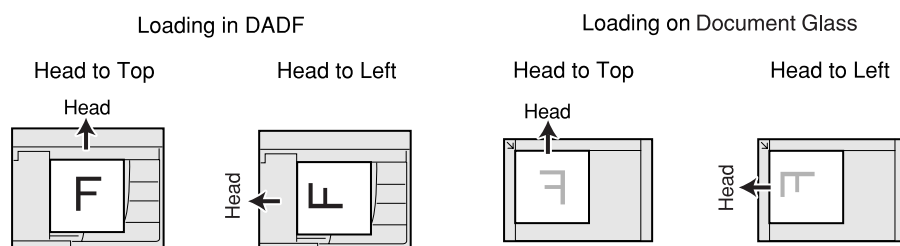
6

Select the value of X in the same way as explained from Steps 5 to 6.

The machine calculates the XY ratio and it is displayed.

7

Load the original in the orientation of Head to Top, or Head to Left.



8

Select the corresponding document orientation of the original loaded.

Select **Head to Top** or **Head to Left**.

9

Select **Save** thrice.

10

Select other features if necessary.

11

Enter the required number of sets by using the keypad and press **Start**.

The copies are made according to the specified copy sizes.

4



Automatic X/Y Percentage Change (Auto-Fit)

The machine will make copies of your original by calculating the X and Y ratios so that the image can fit onto the selected paper size.

Procedure

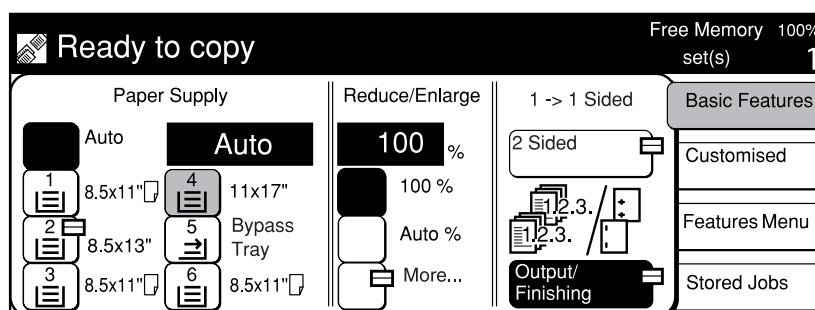


- **Paper Supply** can also be selected on the Features Menu screen.
- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.

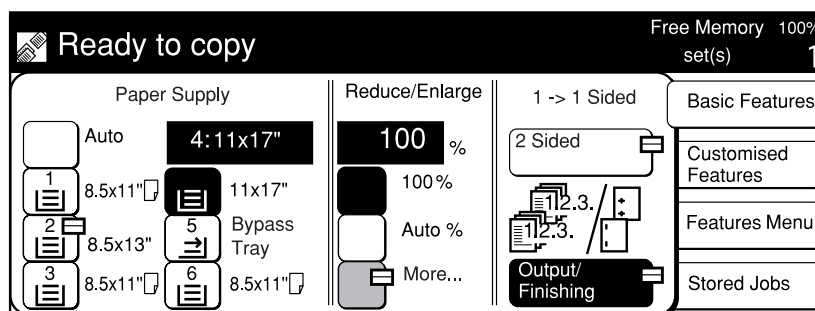


On the Basic Features screen, select the tray with the desired paper size in Paper Supply.

For example, select 4.



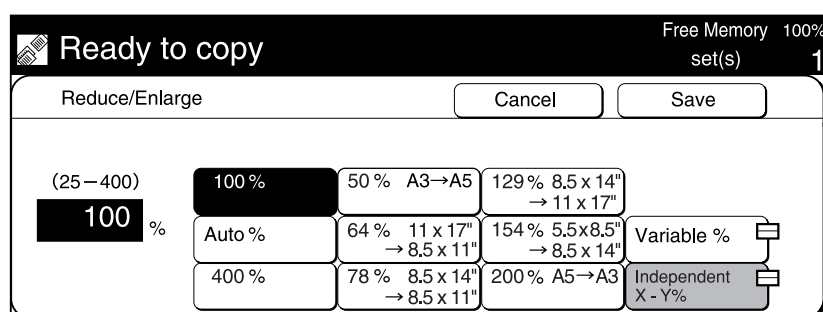
On the Basic Features screen, select **Reduce/Enlarge**.



- The factory default for Reduce/Enlarge is **100%**.
- **Reduce/Enlarge** can also be selected on the Features Menu screen.



Select **Independent X-Y%**.



- Select **Cancel** to cancel the settings.



- Select **Cancel** to cancel the settings.



- Chapter 3 Loading Documents for information on how to load documents.

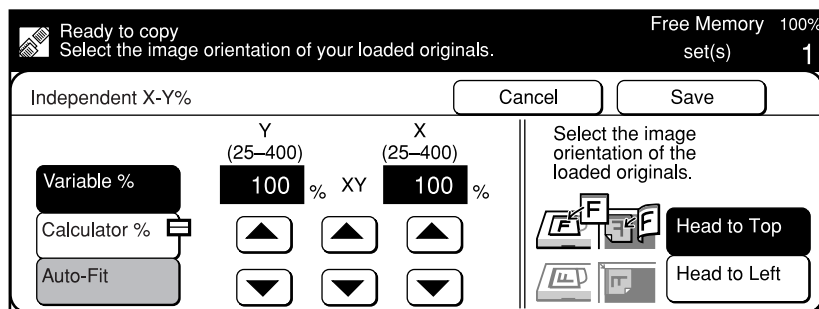


- To disable Image Rotation, set it to **Off** on the Customized Features screen or Features Menu screen.
- Some features cannot be selected together with this feature. See *Appendix B: Possible Combinations of Features* for details.

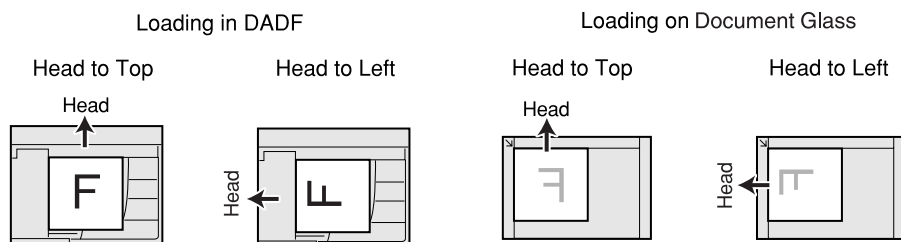


- 5-11: Rotating and Copying in Different Directions (Image Rotation)

4 Select **Auto-Fit**.



5 Load the original in the orientation of Head to Top, or Head to Left.



6 Select the corresponding document orientation of the original loaded.

Select **Head to Top** or **Head to Left**.

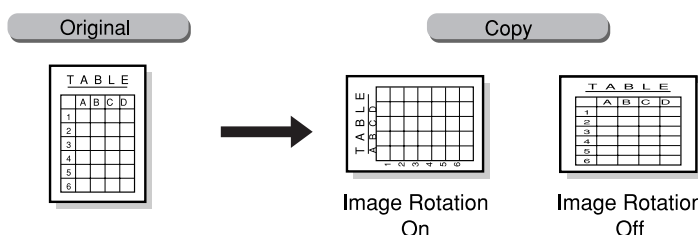
7 Select **Save** twice.

8 Select other features if necessary.

9 Enter the required number of sets by using the keypad and press **Start**.

The copies are made by enlarging or reducing the original image size so that it fits onto the selected paper size.

- Automatic Image Rotation
When the document orientation of the original and paper loaded differs, the image will be copied by rotating it so that they are the same. (Factory default: Image Rotation is On.) To copy a portrait original in landscape orientation, select rotation to be off so that the desired alteration to XY ratio is achieved.



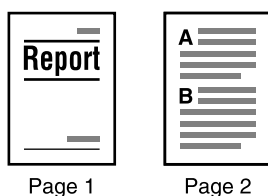
4-5

Copying on One Side

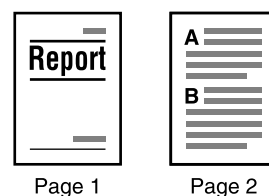
(2 Sided)

The 2 Sided feature allows you to make one sided copies from one sided documents or two sided documents, To make one sided copies from a two sided document, use the DADF.

1 Sided Original



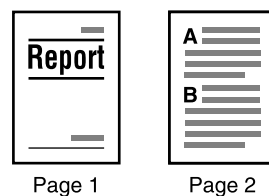
1 Sided Copy



2 Sided Original



1 Sided Copy



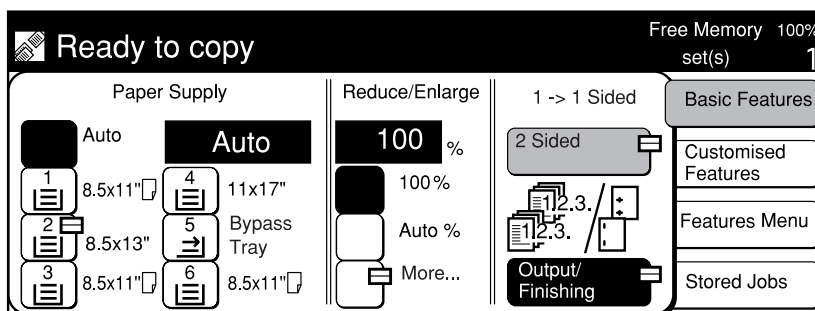
Procedure



- The screen on the right has the Tray 6 (High Capacity Feeder), and Finisher installed.
- **2 Sided** can also be selected on the Features Menu screen.



On the Basic Features screen, select **2 Sided**.





- The factory default is **1 → 1 Sided**.
- Select **Cancel** to cancel the settings.



- When making two sided copies, use the DADF. The Document Glass can only be used for making one sided copies.

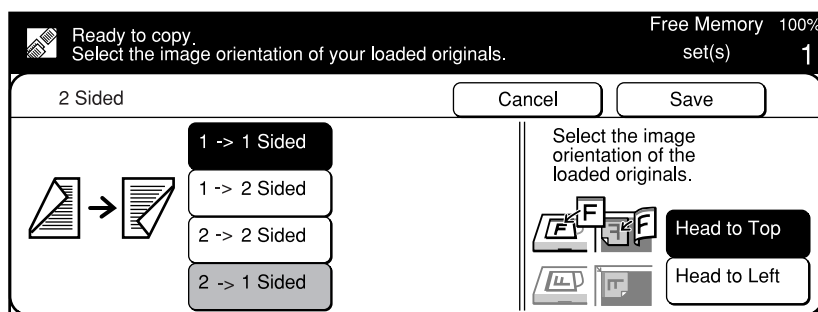


- Select **Cancel** to cancel the settings.

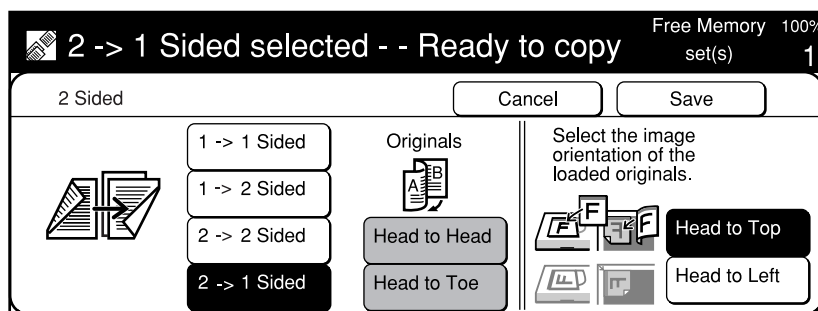


Select either **1 → 1 Sided** or **2 → 1 Sided**.

For example, select **2 → 1 Sided**.

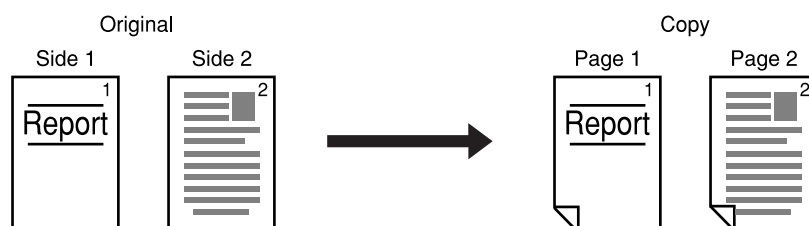


Select **Head to Head** or **Head to Toe** as the image orientation of the document if you have selected **2 → 1 Sided**.

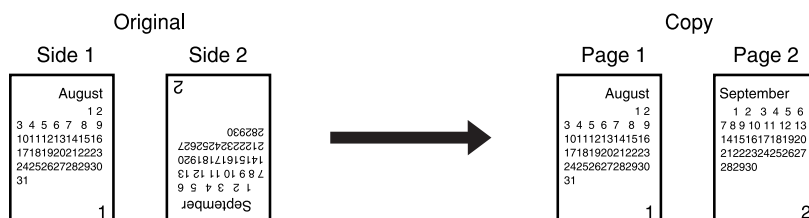


4

Head to Head When all sides of a document have the same orientation.



Head to Toe When the orientation of side two is the reverse of side one.





- Chapter 3 Loading Documents for information on how to load documents.



- For 2 → 1 Sided copying, use the DADF.

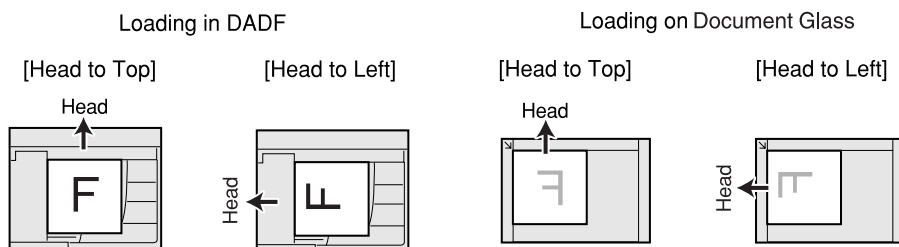


- 5-10: Selecting the Original Orientation (Original Orientation) for details.

4

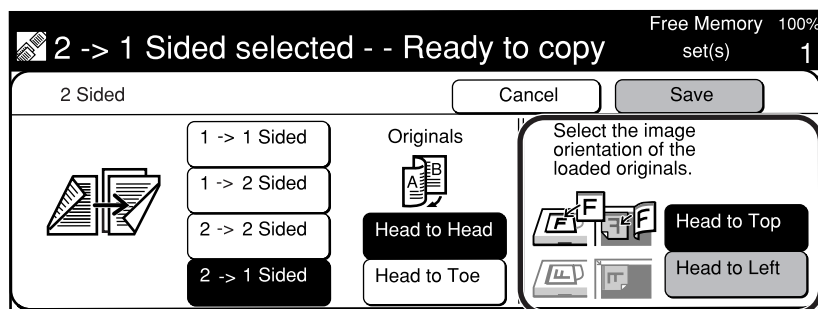


Load the original in the orientation of Head to Top, or Head to Left.



Select the corresponding document orientation of the original loaded.

Select **Head to Top** or **Head to Left**.



Select **Save**.



Select other features if necessary.



Enter the required number of sets by using the keypad and press **Start**.

The copies are made on one side of the paper.



- Some features cannot be selected together with this feature. See Appendix B: Possible Combinations of Features for details.